

RESIDENCY PROGRAM DIRECTOR JOB DESCRIPTION

The Residency Program Director is responsible to the Head of the Department and the Associate Dean, Postgraduate Medical Education, for the overall conduct of the Residency Program in accordance with the Canadian Residency Accreditation Consortium (CanRAC) Standards of Accreditation. This responsibility includes:

1. Development of a clear program plan, including objectives relating to knowledge, skills, and attitudes based upon the competencies and educational experiences required by the standards of the specialty as per the College of Family Physicians of Canada (CFPC) or the Royal College of Physicians and Surgeons of Canada (RCPSC). The plan should also indicate the methods by which the objectives are to be achieved and the role played by each participating institution.
2. Conduct of the program, including providing educational experiences and learning activities to ensure that each resident is advancing and gaining in experience and responsibility in accordance with the educational plan.
3. Regular review of the program to assess the quality of the educational experience and to review the resources available in order to ensure that maximal benefit is being derived from the integration of the components of the program. This review will include the assessment of each clinical teaching unit to be sure that there is an appropriate number of teaching staff and housestaff, that there is an adequate number of appropriate patients and professional services, and that it is functioning in accordance with the plan agreed upon. Resources appropriate to education in the specialty should be carefully reviewed to ensure that, for example, ambulatory care, emergency care, intensive care, and radiological, laboratory, operative, and other facilities are utilized with optimal effectiveness. This review should also address issues such as the teaching of bioethics, medicolegal considerations, and office management. The opinions of residents must be among the factors considered in this review.
4. Establishment of mechanisms to provide career planning and counseling for residents and to deal with problems such as those related to psychological stress.
5. Selection of candidates for admission to the program, in accordance with policies determined by the Faculty Postgraduate Medical Education Committee.
6. Assessment of performance of each resident through a well-organized program of assessment. This will include the final evaluation at the end of the program as required by the RCPSC or the CFPC.

7. Completion of the Confirmation of Completion of Training form as required by the RCPSC or the CFPC. This form attests that the resident has attained the necessary skills, knowledge, attitude, and judgment necessary for independent consultant practice.

8. Chair the residency program committee and hold meetings at frequent enough intervals to functionally administer the residency program.

9. Attendance at all meetings of the Faculty PGME Committee.

10. Program directors are expected to participate in internal reviews of other programs in addition to undergoing their own program internal reviews.

The responsibilities of program directors have become progressively more complex. Some factors which have contributed to this include: the shift in accreditation standards as of July 1, 2019, the introduction of Competency Based Medical Education, a welcomed and renewed focus on the emotional and personal needs of residents, and a need to be accountable to many stakeholders such as the Ministry of Health, RCPSC, CFPC, UBC Faculty of Medicine, Health Authorities, College of Physicians and Surgeons of British Columbia.

To undertake these responsibilities the program directors must have sufficient time and support. Furthermore these contributions must be documented and used to support academic promotion. The latter might be assisted by the Faculty or external reviews of programs. The time required by the program directors and the nature of administrative and secretarial support is dependent upon the number of residents in the program.

UBC PGME Policy for Appointment of New Postgraduate Residency Program Directors

Principles: It is a CanRAC accreditation standard that each residency program has a Program Director who is responsible for the overall conduct of the program. The Program Director is responsible to both the Head of the Department concerned as well as the Postgraduate Dean. Both of these parties are responsible for assuring that the Program Director has sufficient qualifications, time, and support to administer the residency program.

Procedures:

1. The Department Head or delegate (Division Head) will notify the Postgraduate Dean when a change in Program Director is being considered and will indicate the rationale for the change.

2. The Department Head or delegate (Division Head) and the Postgraduate Dean will agree upon a fair, transparent, open process to ensure selection of the new Program Director.

3. This process will ensure the following issues are considered:

- a. Selection is made by a Committee which may include Postgraduate Dean's office representation.
- b. Committee Membership should include representation from each of the following groups: residents, faculty, administrative staff, recent residency graduates, site representatives (if distributed) and residency program committee members.
- c. Attributes to be addressed include specialty expertise, educational and administrative expertise, current hospital / academic appointment status, and other relevant attributes as determined by the Selection Committee.
- d. The process will be free from discrimination and harassment.

4. The final appointment must be approved by both the Department Head and the Postgraduate Dean.

5. The PGME office will be responsible for notifying the respective Colleges when a new Program Director is appointed.

Approved at PGMEC Feb 2019

Version History:

Approved by FRC on September 24, 2013