

Site Program Director, McGill Internal Medicine Residency Training Program

JOB DESCRIPTION

Qualifications

1. A physician in clinical practice with an active appointment by the Department of Medicine
2. An active member of the Royal College of Physicians & Surgeons of Canada
3. Experience with supervision and training of internal medicine residents

Job Description and Expectations

- Is responsible for all day-to-day activities of residents based or rotating at their site, i.e. scheduling, evaluations, meetings, and providing support.
- Develops master schedule for their site rotations annually, taking into consideration resident staffing. Updates and modifies the site master schedule as needed throughout the year.
- Participate in Program Continuous Quality Improvement process including but not limited to:
 - Reviews local core rotations, and collaborate with Service/Rotation Directors to design and implement solutions to address identified areas of weakness in relation to internal medicine residents' training experience
 - Reviews select non-core rotations and program components as assigned in the Program CQI review schedule
- Acts as Chair of their Site Residency Program Committee (RPC), which meets every month. Ensures appropriate resident and faculty representation on their Site RPC, as per recommended Royal College standards and RPC Terms of Reference. Reviews and finalizes Minutes taken for each meeting. Ensures action items are taken on by RPC members that their Site RPC remains open and collaborative environment.
- Implements the academic curriculum designed by the RPC at their site, with attention to all CanMEDS principles and the Competence by Design framework.
- Ensures their site teaching activities are reviewed regularly and meet resident needs according to the Goals and Objectives of the program and required Training Experiences.
- Represents their site and program interests at the McGill RPC.
- Represents their site at program-wide activities and ensures their residents' involvement in program-wide activities.
- Meets with residents at least every 6 months to review academic dossiers and evaluations according to the 6-month guidelines provided.
- Completes, submits, and/or maintains the various forms tracking/summarizing resident academic standing (e.g. 6-month review forms, PGME verification of post-graduate training forms, Royal College's final in-training evaluation reports...)
- Identifies and meets with residents as needed based on individual needs to provide guidance, mentorship, career and personal counseling, and support.
- Identifies residents in academic difficulty in a timely fashion and refers them on to the Program Competence Committee.
- Is knowledgeable about McGill's Assessment and Promotions Guidelines and applies them effectively at their local sites.
- Documents all meetings with residents appropriately.
- Acts as an advocate for resident interests to their local site faculty members and to members of the hospital administration.
- Supports activities/policies to optimize resident wellness and promotes a safe learning environment for

residents at their site.

- Ensures that local social activities meet the needs of their local residents, including welcome and goodbye parties, annual retreats, etc.
- Provides detailed “letters of standing” and letters of reference for each resident at their site in preparation for the PGY4 subspecialty medicine match, accurately summarizing each resident’s file and performance.
- Provides the necessary letters and completes the necessary forms to support residents’ application to educational opportunities (e.g. non-CMQ-accredited elective rotations).
- Organizes and ensures their site is an equal participant in the PGY1 CaRMS selection process, including file reviews, interviews of candidates, CaRMS presentations, hospital tours, etc.
- Organizes and ensures their site is an equal participant in internal reviews and accreditation as per the Royal College / Collège des médecins requirements.
- Acts as delegate of the Program budget Financial Office by approving or refusing requests for conference funding from residents of their site.
- Ensure ongoing communication with the Program Director, Assistant Program Director, their Site Administrator, local Scholarly Activity (Research) Director, local Chief Medical Residents, local Faculty members / Service Chiefs, and local hospital administration.
- Participates in Postgraduate Medical Education workshops or other faculty development activities directed to program directors or related to residency education.
- Attends the Faculty Postgraduate Education Committee (FPGEC) and the Department of Medicine Postgraduate Education Advisory Committee (PEAC) meetings.
- Reports to the McGill Internal Medicine Residency Program Director, and through this postgraduate Program Director to the Associate Dean for Postgraduate Medical Education and the Chair of the Department of Medicine.
- Fulfills other duties as determined by the McGill RPC and the Faculty Postgraduate Education Committee.

Time requirement

It is anticipated that these activities should require 1.5 days per week of time (i.e. 0.3 FTE), averaged throughout the year, and the Site Director should plan on ensuring this time is available to devote to his/her tasks.

Support

The Site Director will be provided with appropriate salary and administrative support, according to agreed-upon terms

Term

The position carries a four-year term, renewable once.

November 2021

McGill University is committed to diversity and equity in employment. It welcomes applications from: women, Aboriginal persons, persons with disabilities, ethnic minorities, persons of minority sexual orientation or gender identity, visible minorities, and others who may contribute to diversification.