



**Department of Family Medicine, McGill University
Director of Postgraduate Residency Program**

JOB DESCRIPTION

Reporting directly to the Chair of the Department of Family Medicine as well as to the Associate Dean for Postgraduate Medical Education (PGME) at the Faculty of Medicine, the Postgraduate Residency Program Director is responsible for the overall conduct, organization, and accountability of the Department of Family Medicine Residency Program. The overall mandate of the Program Director is to ensure that residents receive the best possible training and education and that the standards of the College of Family Physicians of Canada (CFPC), and regulatory bodies (e.g. College des Médecins du Québec (CMQ)) are maintained. The Postgraduate Program Director works together with the Program Administrator and Residency Training Committee (RTC) in achieving the goals and objectives of the program.

Time commitment is estimated at 4 days/week, 0.60 FTE.

The responsibilities of the program director are:

1. The development and operation of the Family Medicine residency program such that it meets the general standards of accreditation, and the specific standards set forth by the accrediting colleges (CFPC, CMQ). This includes the selection and scheduling of rotations, academic curriculum, other educational activities and events (e.g. career day).
2. Chairs the Department of Family Medicine Residency Training Committee (this includes chairing of various sub-committees). With assistance from program administrator, ensures that meeting agendas, minutes, and other documents are circulated to RTC members and that recommended actions occur and are reported back to the committee. The membership of the committee should be reviewed regularly to ensure representation from the major educational sites and content areas.
3. Ensures that the residency program adheres to the Triple C curriculum objectives of Family Medicine (comprehensive, continuous, and centred in Family Medicine).
4. Organization of the formal academic curriculum, which must include a scholarly activity project and teaching opportunities, and includes academic half-days, simulation centre sessions, procedure skills training, in-training exams, workshops and rounds. These should be relevant and continually updated.
5. Responsible for the overall curriculum and assessment of residents. Educational experiences should be relevant and reviewed regularly.
6. Evaluation and promotion of residents in accordance with existing Faculty Postgraduate Medical Education policies, including holding documented quarterly progress meetings with each resident. If a resident is in academic difficulty, develop appropriate remedial training (FLEX or remedial programs) in consultation with the Faculty of Medicine regulations). Assisted by the Resident Competency Committee, complete the final In-Training Evaluation (FITER).
7. Ensures the Promotions committee of the program meets according to the accreditation standards. Sits ex-officio on the Promotions committee.
8. Has an ongoing awareness of resident performance. Concerns must be presented to the resident and the residency program committee in a timely manner. Decisions for promotion, remediation, probation, and dismissal must be made in a fair manner and in accordance with PGME policies.

9. Ensures maintenance of an appeal mechanism, procedural fairness, reasonable decision-making, and appropriate transparency within the program.
10. Meets with residents at our nine teaching units twice/year and more frequently if necessary.
11. Ensures that each resident has a faculty advisor and that meetings are held regularly, and that faculty advisor receives adequate support. Ensures the establishment of mechanisms to provide career planning and counseling for residents to deal with day-to-day problems that arise related to stress and wellbeing. Remains accessible and responsive to resident needs and concerns throughout their training.
12. Ensures that the Faculty of Medicine's Resident Well Being policies are adhered. Be familiar with the Faculty of Medicine's "The WELL Office", which offers a variety of services to support the wellness of residents and fellows throughout their postgraduate medical training at McGill.
13. Be familiar with the policies of McGill University, including the Faculty of Medicine's Code of Conduct.
14. Participates in ongoing program review 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. The opinions of the residents must be among the factors considered in this review. This includes:
 - a. an assessment of each component of the program to ensure that the educational objectives are being met;
 - b. an assessment of resource allocation to ensure that resources and facilities are being utilized with optimal effectiveness;
 - c. an assessment of teaching in the program;
 - d. an assessment of the teachers in the program in conjunction with the Chair of the department.
15. Ensures that the program is in accordance with the mandate of the Faculty of Medicine of McGill University and within the requirements of the FMRQ contract, the accrediting and licensing colleges (CFPC and CMQ), and the PGME Office. Therefore the Program Director requires a high level of understanding of accreditation and credentialing requirements, the FMRQ contract, the CaRMS institutional contract, educational licensure, program policies, and the Faculty of Medicine PGME policies.
16. Selection of candidates for admission into the program in accordance with CaRMS and Faculty of Medicine PGME regulations. Overseeing the organization of CaRMS is the responsibility of the program director in conjunction with the RTC and program administrator.
17. Sits on the Faculty of Medicine PGME Committee, and as such, must attend monthly meetings, the annual PGME retreat, and other PGME activities and policies.
18. Must participate in internal and external program reviews.
19. Responsible for overseeing program accreditation (documentation/visits).
20. Represent the Postgraduate Division at the Departmental Executive Council Committee.
21. Networks with other family medicine program directors within Quebec and nationally. Sits on the national Family Medicine Program Director's Committee.
22. Participate in national Family Medicine bodies such as the College of Family Physicians of Canada and/or local College Chapter.

23. Participates in Faculty Development activities within the Department of Family Medicine.
24. Attends the annual Department of Family Medicine Retreat.

Interested individuals should send their letter of intent and curriculum vitae to:
Rosa Coppola, Academic Affairs Advisor
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Application Deadline: March 17, 2020