



# McGill

Department of Pediatrics

## MESSAGE FROM THE CHAIR

**Subject: Residency Training Program Director for General Pediatrics**

Dear Colleagues:

At this time, the Department of Pediatrics is seeking a Residency Training Program Director for the General Pediatrics Residency Training Program. The successful candidate should have experience in all major areas of postgraduate activities, as well as excellent pedagogical and leadership skills, to fill this important administrative position.

The Postgraduate Program Director will work in close collaboration with the Chair of the Department and the Associate Dean for Postgraduate Medical Education, to develop and operate the specialty program, and meet accreditation standards. The Program Director will select candidates for admissions to the program; oversee the evaluations and promotions of residents in the program; develop and maintain research and fellowship opportunities for residents. The Program Director will assume a leadership role in reviewing the components of the specialty program to assess the quality of the educational experience, and the availability of resources. It is also the Program Director's responsibility to assure the safety of the work environment; maintain a learning environment that is free of intimidation, harassment, and discrimination; and establish mechanisms to provide career planning and counselling for residents.

Qualified candidates will be pediatricians who have strong communication and interpersonal skills, demonstrated skills in teaching, leadership ability, resident advocacy skills and interests, and working knowledge of the principles of postgraduate medical education.

Interested candidates should submit an electronic copy of their CV and cover letter to the Chair's office at [chairpeds.admin@muhc.mcgill.ca](mailto:chairpeds.admin@muhc.mcgill.ca) no later than April 26, 2021.

Attached is a detailed job description.

Dr. Michael Shevell

Chair, Department of Pediatrics

**Position Description**  
**Program Director 'General Pediatrics'**  
**McGill University – Postgraduate Medical Education**

The program director is responsible for the overall conduct, organization, and accountability of the residency program. The program director is accountable to the McGill University Faculty of Medicine, departmental chair (or delegate), and the associate dean for Postgraduate Medical Education (PGME). 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 accrediting colleges, the Royal College of Physicians and Surgeons of Canada (RCPSC)/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 with the program administrator and Residency Program Committee (RPC) in achieving the goals and objectives of the program.

**QUALIFICATIONS**

- Member of McGill University Faculty of Medicine with certification in 'General Pediatrics'
- Strong teamwork skills including communication, conflict resolution, decision making, problem solving, reliability, responsiveness and interpersonal skills
- Demonstrated skills in teaching
- Leadership ability
- Resident advocacy skills and interests (particularly in ensuring a positive and safe training environment)
- Familiar with principles of continuous improvement in a e residency training program
- Working knowledge of the principles of postgraduate medical education

**REQUIREMENTS TO BE FULFILLED WITHIN THE FIRST 3 MONTHS OF APPOINTMENT**

- Working knowledge of the policies and roles of the various affiliated bodies (RCPSC/CCFP, CMQ, FMRQ, PGME Office)
- Working knowledge of the Objectives of Training and Standards of Training in the specialty, EPA, milestones, and stages of residency training as appropriate and as defined by the RCPSC/CCFP

**DUTIES**

Specific duties of the postgraduate program director, assisted by the RPC and program administrator include (but are not limited to) the:

1. Development and operation of the program such that it meets the general and specific standards of CanRAC accreditation. This includes the selection and scheduling of rotations, academic curriculum, other educational activities and events (e.g. career day), and educational sites
2. Selection of candidates for admission into the program in accordance with CaRMS (where applicable) and PGME regulations. Overseeing the organization of CaRMS is the responsibility of the program director in conjunction with the RPC.
3. Evaluation and promotion of residents in accordance with existing PGME policies
4. Career planning

5. Counselling of residents and responding to resident difficulties such as those related to stress and wellbeing
6. Planning and advocacy for program growth when indicated by workforce assessments and program quality and capacity
7. Ongoing program review that includes:
  - Curriculum mapping including goals and objectives when appropriate (every two years)
  - Optimal use of available resources and facilities (annual)
  - The evaluation system for assessment of resident performance in all domains based on CanMEDS roles and CFPC principles (every two years)
  - Opinions and concerns of the residents as well as formal resident evaluation of faculty, rotations, and curriculum (annual)
8. Ensures that the formal academic curriculum largely in the form of an academic half day, simulation centre sessions on procedure skills training, clinical scholar program, in-training exams, and workshops are organized, relevant, and continually updated.
9. Ensures that there is an appropriate balance of education and service observed in the program.
10. Ensures that all necessary information is distributed to faculty involved in residency education, including goals and objectives, EPA's, milestones, and appropriate competencies (annual basis).
11. Ensures program's Promotions/Competency Committee meets according to the accreditation standards. Sits ex-officio on the Promotions/Competency committee. 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.
12. Ensures maintenance of an appeal mechanism, procedural fairness, reasonable decision making, and appropriate transparency within the program
13. Meets with residents to review performance every 6 months and more frequently if necessary
14. Assisted by the RPC, completes the Final in Training Evaluations (FITERs) or equivalent in competency-based residency programs.
15. Chairs the RPC and pre-circulates agendas and attachments, provides minutes following each meeting, and ensures 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.
16. Sits on the PGME Committee and, as such, must attend or be aware of (through circulated documents) monthly meetings, the annual PGME retreat, and other PGME activities and policies.
17. Must participate in internal and external program reviews.
18. Sits on the national Specialty Program Directors' Committee
19. Ensures that program documents and schedules are current and widely available
20. 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 (RCPSC, 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, their own program policies, and the PGME policies
21. Ensures the maintenance of the postgraduate program website

**The program director will oversee other activities of the residency program office including (but not limited to):**

**Human Resources**

- Management of applications and rotation requests
- In conjunction with the establishment, procurement and maintenance of resident resources including lockers, pagers, and working space/offices
- FMRO contract requirements
- Access to various resident supports such as credentialing offices, licensing bodies, and examination boards
- Facilitate process for resident selection
- Selection of site director along with site chief (if applicable)

**Resident Documents, Credentialing, and Licensing**

- ensuring that the program and the individual residents meet credentialing requirements and deadlines
- maintenance of resident files

**Financial**

- financial management of program funding from the PGME office

**Event Planning, Curriculum Delivery, and Scheduling**

- planning of educational events including workshops, welcome party for new residents, end of year research day, clinical scholars program, in-training exam sessions, and simulation centre sessions
- distributing program information, notices, and other communication to the residents
- developing and maintaining the annual rotation schedule for each resident
- assigning and/or tracking vacation, allowed days off, study time, leaves, attendance etc.
- tracking evaluations

**Accreditation**

- documentation, preparation, and scheduling for internal and external reviews
- annual revisions of the residency program document
- familiarization with the CanMEDS Physician Competency Framework

**Committees**

- Chair, Residency Program Committee Chair, Pediatrics Rotation Coordinators Committee
- Chair, Selection Subcommittee
- Oversight of the Curriculum/CBD Steering Subcommittee
- Oversight and ex officio member of the Competence & Promotions Committee
- Member, Executive Committee, Department of Pediatrics, McGill University –
- Member, Education Subcommittee, Department of Pediatrics, McGill University
- Member, HKAP steering committee

**APPROXIMATE TIME COMMITMENT**

- 0.5 FTE per week

**STIPEND**

- According to PGME stipend scale

Approved FPGEC \_ 2020-02-05