



**Position Description:**  
**Postgraduate Program Director**  
**Child and Adolescent Psychiatry Subspecialty**  
**Department of Psychiatry, McGill University**

The Child and Adolescent Psychiatry (CAP) Postgraduate Program Director is responsible for the management and advancement of subspecialty training in CAP.

The responsibilities of the program director (assisted by the Residency Program Committee and its Sub-Committees) include:

1. Development and operation of the program such that it meets the general standards of accreditation, and the specific standards of accreditation for residency training in CAP, as set forth by the Royal College and Quebec College.
2. Provision of opportunities for residents to attain all competencies, as outlined in the objectives of training for the subspecialty of CAP.
3. Recruitment and selection of candidates for admission to the program.
4. Evaluation and promotion of residents in the program, and organization of appropriate remediation and/or probation for any resident who is experiencing difficulty meeting the appropriate level of competence.
5. Maintenance of an appeal mechanism for the evaluation and promotion of residents in accordance with policies determined by the Faculty Postgraduate Medical Education Committee.
6. Maintenance of mechanisms to provide career planning and counselling for residents, and to promote resident wellness and stress management.
7. Ongoing review of the program to assess the quality of the educational experience and the availability of resources. The opinions of the residents must be among the factors considered in these reviews. Appropriate faculty / resident interaction and communication must take place in an open and collegial atmosphere, allowing for a free discussion of the strengths and weaknesses of the program without hindrance. This review must include:
  - an evaluation of each clinical and academic component of the program to ensure that the educational objectives of subspecialty training are being met;
  - an evaluation of resources and facilities to ensure that they are being utilized with optimal effectiveness;
  - an evaluation of the teachers in the program, with honest and timely feedback on their performance.
8. Maintenance of a safe work environment, with an appropriate balance of education and service, as well as a learning environment that is free of intimidation, harassment, and discrimination.
9. Promotion of an environment of inquiry and scholarship in the program.
10. Collaboration with the person responsible for CAP training within the General Psychiatry Program, to ensure that there are adequate resources, patients and teachers to meet the training needs of both groups of residents. These two positions have different mandates, and may not be held by the same individual concurrently.
11. The Child and Adolescent Psychiatry Postgraduate Program Director reports to the Director of the Division of CAP, the Department of Psychiatry Associate Chair of Education, as well as to the Associate Dean for Postgraduate Medical Education.
12. The Program Director term of office is 4 years, renewable once with review.