

McGill University – Postgraduate Medical Education

RESIDENCY PROGRAM DIRECTOR JOB DESCRIPTION

The Postgraduate Residency 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, 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 together with the Program Administrator and Residency Training Committee (RTC) in achieving the goals and objectives of the program.

QUALIFICATIONS

- Member of McGill University, Faculty of Medicine with certification in their appropriate specialty
- Strong communication and interpersonal skills
- Demonstrated skill in teaching
- Leadership ability
- Resident advocacy skills and interests
- 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 as defined by the RCPSC/CCFP

RESOURCE REQUIREMENTS

- In accordance with the recommendations of the PGME Office: adequate protected time, remuneration, and administrative support relative to the size of the program.
- The support of the Division Head/Departmental Chair and Faculty
- Appropriately located and equipped office space in proximity to residents, the Program Administrator, and resident files. Due to the distributed nature of our faculty, for some programs, it may not be possible for both parties to be in the same training site. However there must be adequate means of communication and meeting venues for the program to evolve.

DUTIES

Specific duties of the Postgraduate Program Director, assisted by the RTC and Program Administrator include the:

1. Development and operation of the program such that it meets the general and specific standards of RCPSC/CCFP/CMQ 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 RTC.
3. Evaluation and promotion of residents in accordance with existing PGME policies
4. Career planning
5. Counseling 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:
 - Goals and Objectives (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 center 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 (annual basis).
11. Ensures the Promotions committee of the program meets according to the accreditation standards. Sits ex-officio on the Promotions committee.
12. 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.
13. Ensures maintenance of an appeal mechanism, procedural fairness, reasonable decision-making, and appropriate transparency within the program
14. Meets with residents every 6 months to review performance and more frequently if necessary
15. Assisted by the RTC, completes the Final In Training Evaluations (FITERs)
16. Chairs the RTC 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.
17. 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.
18. Must participate in internal and external program reviews.
19. Sits on the national specialty program director's committee
20. Ensures that program documents and schedules are current and widely available
21. 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

22. Ensures the maintenance of the postgraduate program website

The Program Director will oversee other activities of the residency program office including:

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
- FMRQ contract requirements
- Access to various resident supports such as credentialing offices, licensing bodies, and examination boards.
- facilitate process for resident selection

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 center 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

- residency program committee meetings, agendas, minutes, circulated documents