



Enhanced Skills Residency Program Program Director – Role Description

Overview

The Program Director, Addiction Medicine (“the program”) of the Department of Family Medicine of the University of Calgary is responsible for the oversight of the functioning of the program.

The responsibilities include planning, organization, recruitment, coordination of learner placement, promotion, administration, quality assurance and professional development. The Program Director will be responsible to the Head of the Department of Family Medicine, University of Calgary, through the Program Director, Enhanced Skills and the Postgraduate Program Director.

Duties and Responsibilities:

1. Provide academic support, guidance and oversight for the academic functioning of the program.
2. Provide advice and counsel to the Enhanced Skills Coordinator and Residency Program Director. Communicate regularly with the Education Manager.
3. Promote collaboration among the academic faculty of the Department of Family Medicine and preceptors.
4. Provide support for strategic planning, administrative issues, and recruitment of new preceptors.
5. Facilitate and conduct quality assurance initiatives such as, but not limited to site visits, outcomes measures, faculty evaluation, resident feedback surveys and resident exit interviews. This includes providing constructive feedback to preceptors and rotations of the program.
6. Advise and facilitate regarding academic content, goals and objectives of, and evaluation tools used in the program.
7. Advise regarding and participate in interventions required for learners in difficulty.
8. Assist in the selection of candidates for the program.
9. Participate in meetings of the department related to the function of the program and the Residency Program.
10. Fulfill other duties as may be assigned from time to time.

Requirements:

In accordance with Postgraduate Medical Education Residency Director qualifications:

- Member of the University of Calgary, Faculty of Medicine with certification or fellowship in the College of Family Physicians of Canada
- Strong communication and interpersonal skills
- Leadership ability
- Resident advocacy skills and interests
- Working knowledge of the principles of adult learning and postgraduate medical education

Experience in medical education and administration is a definite asset.