



POST GRADUATE PROGRAM DIRECTOR (0.6 FTE)

TERMS OF REFERENCE

A. POSITION SUMMARY

The Postgraduate Program Director will provide administrative leadership related to program development, implementation, and evaluation. The Program Director will liaise between the Department of Family Medicine and the Cumming School of Medicine. This position is expected to drive innovation in postgraduate education.

B. KEY RESPONSIBILITIES

Responsibilities include, but are not limited to:

1. Residency Program

The program director:

- Facilitates a fair and transparent process for recruitment of new trainees.
- Meets with residents no less than twice yearly to review their progress and provides appropriate documentation of these interactions
- Serves as Chair of the Residency Program Committee (RPC)
- Ensures that RPC meets with adequate frequency to address program issues in a timely fashion. RPC meeting minutes must be recorded.
- Reviews the RPC Terms of Reference and membership at regular intervals to ensure broad and appropriate representation
- Ensures that “Resident Concerns” is a standing agenda item and is brought forward at RPC meetings.
- Directs the RPC to engage in a process of regular review of policies and procedures
- Participates in/oversees evaluation of trainees in conjunction with faculty, RPC and/or Competence Committee.
- Advocates for needs of trainees and program resources
- Promotes a proactive approach to resident wellness
- Attends annual PGME retreat
- Ensures that residents are familiar with and can access program related and PGME policies
- Ensures that residents are familiar with wellness resources such as a) AMA’s Physician and Family Support Program, b) Office of Resident Affairs & Physician Wellness, c) PGME Directors of Resident Support, d) Program Ombudsman
- Promotes a culture of continuous quality improvement
- Develops and uploads program documentation to CanAMS in a timely manner
- Develops an overall curriculum plan in conjunction with RPC and faculty members
- Ensures that there is appropriate teaching and evaluation of all CanMeds intrinsic roles
- Manages program budgets, as appropriate, in collaboration with PGME and the DFM
- Works collaboratively with PGME to ensure that documentation regarding resident progress, promotions, remediation, completion of training, and other program-related matters are submitted in a timely manner
- Implements policies and procedures directed by Alberta Health Services (AHS), Postgraduate Medical Education (PGME), and the relevant accrediting and licensing bodies.
- Works in partnership with DFM leaders, including the PG Team Lead, Education Manager, Department Manager, and other Education leaders

2. University

The program director:

- Attends a minimum 50% of scheduled PGME Committee meetings either in person or by virtual attendance. If unavailable, the program director sends a delegate to ensure that the minimum 50% program participation requirement is met.
- Reviews PGME committee meeting agendas and minutes
- Reports decisions/discussions at PGME committee and RPC to faculty and residents, and department members as appropriate.
- Brings issues raised by residents and/or faculty to attention of RPC
- Establishes regular and frequent communication with Department Head regarding residency issues.
- Coordinates program reviews (including APOR or external review as required)

3. National Responsibilities

The program director:

- Volunteers and serves as an external reviewer as opportunities arise.
- Reviews accreditation documents in preparation for the reviews.
- Responds to requests for information as raised by the CFPC regarding residency education.
- Maintains up-to-date information using CanAMS platform
- Attends at least one national Specialty Committee per year
- When appropriate, engages in opportunities for national leadership regarding residency program.

4. College of Physicians and Surgeons of Alberta (CPSA)

The program director:

- Maintains up-to-date knowledge regarding licensure and language requirements.
- Interprets CPSA policy for program and department.

5. Workforce Planning

The program director:

- Develops and maintains knowledge of national employment information related to discipline.
- Prepares submissions to the PGME Allocations Committee in consideration of the program's educational mandate, workforce needs and social accountability
- Serves as faculty resource.

C. SUPERVISION/REPORTING

This position reports to the Associate Dean Postgraduate Education at the Cumming School of Medicine and the Academic Department Head, Department of Family Medicine.

Regular review of the program director's performance will be conducted to support a culture of continuous quality improvement. The Department Head (or delegate) and the Associate Dean jointly conduct a 360 evaluation and provide feedback to the program director in a constructive environment. Performance reviews will occur at the end of the first 12 months of the program director's term, and then every two years for the remaining mandate. Individual exit interviews will be conducted by the Associate Dean at the conclusion of each program directors' mandate.

D. RELATIONSHIPS CONTACTS

Develop and maintain collaborative working relationships with members of the Department of Family Medicine, Postgraduate Medical Education with the Cumming School of Medicine, the College of Family Physicians of Canada, community physicians, and other groups as required.

E. OTHER

1. Must have significant experience in medical education and leadership
2. Must work effectively with others and independently.
3. Strong communication and interpersonal skills.
4. Must meet deadlines.
5. Apply effective time management skills.
6. Use effective conflict resolution skills as required.