



Terms of Reference/Job Description

Roles and Responsibilities of a Program Director

Appointment Process:

The appointment process for this leadership position varies between programs. Larger departments may establish a formal committee to identify appropriate candidates for Residency Program Director. Smaller programs may seek nominees from their Residency Program Committee (RPC) or through informal discussions with the Department.

Candidates are typically nominated by the Department Head to the Associate Dean, Postgraduate Medical Education (PGME). The Associate Dean meets with each new Program Director to ensure suitability and provide a brief orientation to the Program Director role.

Once approved by the Associate Dean, PGME a formal appointment is made. The Associate Dean, PGME notifies PGME committee members and submits the nominee's credentials to the appropriate College [Royal College of Physicians of Canada (RCPSC) or College of Family Physicians of Canada (CFPC)].

Appointments are normally made for a five-year term, renewable once, assuming continued satisfactory performance by the incumbent and the continuing support of the Department Head.

Roles and Responsibilities:

The duties of the Program Director include, but are not limited to, the following:

Residency Program

1. The Program Director:

- Facilitates a fair and transparent process for recruitment of new trainees.
- Ensures appropriate program orientation for 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
- Reviews the RPC membership at regular intervals to ensure broad and appropriate representation
- Ensures that "Resident Issues" 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 are easily able to access program-related and PGME policies
- Ensures that residents are familiar with wellness resources such as PFSP, Office of Resident Affairs & Physician Wellness
- Develops an overall curriculum plan in conjunction with RPC and faculty members.
- Promotes a culture of continuous quality improvement
- Develops and uploads program documentation to CanAMS in a timely manner
- Ensures that there is appropriate teaching and evaluation of all CanMeds intrinsic roles
- Manages program budgets in collaboration with PGME
- 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.
- Participates in a process of self-assessment as part of regularly scheduled 360 evaluations conducted by the Department Head (or delegate) and in collaboration with the Associate Dean PGME.
- Provides intermittent and regular feedback to the Program Administrator

2. University

The Program Director:

- Regularly attends monthly PGME Committee when serving as a committee member.
- 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)
- Participates in the review process as a primary and secondary internal reviewer 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 RCPSC or 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.

6. Performance Review

- 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 collaborate to 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.
- Exit interviews will be conducted by the Associate Dean at the conclusion of the Program Directors' terms.

7. Term of Appointment

- The term of appointment to the Program Director role is 5 years, renewable once. In unusual circumstances the term may be extended on an interim basis at the discretion of the Department Head and Associate Dean, PGME



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