



PROGRAM DIRECTOR: Pediatric Residency Program

The Department of Pediatrics is seeking applicants immediately for the position of Program Director of the Pediatric Residency Program, Cumming School of Medicine, University of Calgary. This Program Director position is a 0.4 FTE education position and is supported by three Assistant Program Directors (APD)s: APD Clinical Curriculum, APD Academic Curriculum and APD Academic Support.

Eligible applicants include physician members of the Department of Pediatrics who also hold a clinical or academic appointment in the Cumming School of Medicine. Appointments are a five-year term, assuming continued satisfactory performance by the incumbent and the continuing support of the Department Head.

Duties and Responsibilities

1. Residency Program

Residency Program Committee

- Chairs RPC and ensures that the RPC meets regularly.
- Reviews the RPC membership to ensure broad representation for the residency program.
- Oversees and supports the APD in their roles and responsibilities
- Oversees the financial aspects/budgeting of the program in alignment with PGME protocols
- Implements policies and procedures from Alberta Health Services (AHS), Postgraduate Medical Education (PGME), and the relevant accrediting and licensing bodies.

Resident Recruitment & Retention

- Recruits new trainees.
- Meets regularly with residents to review their progress.
- Evaluates trainees in conjunction with faculty, RPC and/or Competence Committee.
- Serves as a resident advocate.
- Provides appropriate letters of reference for residents
- Submits relevant document to PGME regarding promotions, remediation, completion of training, and other residency matters.

Curriculum Development

- Develops an overall curriculum plan for your program in conjunction with RPC and faculty members.
- Responsible for creation of master schedule for residents, with help from administrative assistants
- Updates curriculum with changes in Royal College or Family Medicine standards and training requirements.
- Reviews educational plan annually.

2. University Responsibilities

Faculty

Postgraduate Medical Education Committee

- Participates fully in the activities of the PGME Committee, if serving as a committee member.
- Forwards Committee decisions.
- Informs RPC and Department of concerns and/or issues relevant to the residency program.
- Solicits opinions from RPC and department members regarding residency issues for PGME Committee.

Department

- Establishes regular and frequent communication with Department Head regarding residency issues.
- Addresses residency program issues in departmental meetings.
- Works with Deputy Head of Education to review faculty evaluations for program

Accreditation – Internal/External Reviews

- Develops and submits review documentation to PGME in a timely manner.
- Coordinates the program reviews.
- Participates in the review process as a primary and secondary internal reviewer.

3. National Responsibilities

RCPSC/CFPC

- 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.

Specialty Society

- Attends national specialty or subspecialty committees.
- Provides national leadership regarding residency program.

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

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

5. Workforce Planning

- Develops and maintains knowledge of national employment information related to discipline.
- Serves as faculty resource.

Qualifications:

Applicants must hold an MD and Fellowship of the Royal College of Physicians and Surgeons of Canada (or equivalent) in Pediatrics. Candidates should have a proven track record in excellence in postgraduate

medical education (teaching, educational innovations or research). They should have strong communication, organization, interpersonal and teamwork skills. Preferably, the candidate will have recent teaching and mentoring experience within the program and familiarity with the postgraduate Pediatric training program. Advance training in Medical Education is also an asset.

The candidate must be currently licensed with the College of Physicians and Surgeons of Alberta (CPSA).

Start Date: October 15, 2022

Closing Date: June 3rd, 2022

Questions about this posting may be directed to leanna.mckenzie@ahs.ca or amonpreet.sandhu@ahs.ca

Interested applicants: please submit a letter of intent, CV, and three letters of reference on or before **June 3, 2022** to:

Dr. Leanna McKenzie, Deputy Head, Education
Department of Pediatrics
Alberta Children's Hospital
28 Oki Drive NW
T3B6A8
Leanna.McKenzie@ahs.ca