

Program Director Role Description

Introduction

The Program Director is the faculty member responsible for administering the overall conduct of the residency program. This Job Description outlines the responsibilities, accountabilities and qualifications for Program Directors within the School of Medicine, Faculty of Health Sciences at Queen's University. The Program Director, assisted by their Residency Program Committee, will assure that the residents in his or her program receive the best possible educational experience and that the accreditation standards defined by the relevant accrediting college (RCPSC or CFPC) and standards set by regulatory bodies (CPSO) are maintained.

Qualifications

- Member of faculty with certification or equivalent in the relevant discipline from the appropriate college (RCPSC or CFPC)
- Leadership ability
- Strong communication and interpersonal skills
- Effective advocacy skills
- Commitment to continuous learning and the educational objectives of the relevant discipline
- Ordinarily should not be the Department/Division chair

Resource Requirements

- Adequate protected time available to carry out the responsibilities
- Appropriate administrative support
- Appropriate faculty support provided by the Department/Division Chair

Accountabilities

The Program Director will be accountable to the following:

- The Associate Dean, Postgraduate Medical Education
- The Chair of the relevant Department/Division

Appointment and Review Process

- The Program Director should be selected by the Department/Division Chair with appropriate consultation with the Associate Dean, Postgraduate Medical Education
- The appointment will normally be for three to five years once renewable
- The Program Director's performance should be reviewed on an annual basis as part of their annual review and career development and planning with input from the Associate Dean, Postgraduate Medical Education

Responsibilities

To the Residency Program

- The development and operation of the overall educational plan for your program such that it meets the general and specific standards of accreditation
- Ensure that a process of continuous programmatic review and improvement occurs
- Chair the Residency Program Committee (RPC) and ensure its proper structure and function
- The recruitment and selection of new trainees into the program
- Meet regularly with each resident to review their academic progress
- Establishment of mechanisms to provide career planning and counseling for residents and to deal with problems such as those related to stress
- Assure that evaluation of resident performance occurs in a timely fashion
- Maintain appropriate records for each resident including evaluations and documentation of progress within the program
- Coordinate distributed rotations with the Regional Education office
- Identification of residents who require or would benefit from remedial training with its associated provisions
- Ensure timely faculty, preceptor, program and rotation evaluations
- Have a working knowledge of the PGE policies on resident transfer, appeals, evaluation and remediation, intimidation and harassment
- Foster a spirit of enquiry and research activity in the program
- Ensure compliance with the PAIRO contract

To the Department

- Advocate for residents and their education
- Assist Divisional Chair, Department Chair and Faculty Development Director in the development and delivery of faculty development programs
- Communicate with the RPC and your department information which is relevant to them regarding initiatives and development in postgraduate education
- Engage your departmental members in the educational program
- Ensure regular communication with your Department/Division Chair regarding educational material and information related to residency education
- Ensure that discussion of educational material has a high profile within the departmental meeting structure
- Liaise with the individuals responsible for the undergraduate and continuing medical education activities within your department/division

To the University

- Membership in the PGME Committee and as such attend and participate in its meetings

- Active participation in PGME decisions and implementation of these decisions in relation to postgraduate medical education
- Bring forward issues that you feel must be dealt with by the PGMEC
- Work cooperatively with the Office of the Associate Dean of Postgraduate Medical education in regards to the provision of material on promotions, evaluations, disciplinary matters, etc.
- Active participation in Internal Reviews including:
 - a) Provide the documentation which is required for these reviews
 - b) Participate in the review process as a reviewer when requested
 - c) Coordinate the reviews (internal & external) of your program
 - d) Provide leadership in your own department relating to the Internal Review process

To the Royal College of Physicians and Surgeons of Canada/College of Family Physicians of Canada

- Ensure the program, in its entirety, meets the accreditation standards including established goals & objectives and evaluation requirements
- Prepare the documents for accreditation
- Prepare the documents for resident completion of training
- Participate in education committees for your specialty and represents your program at provincial and national meetings

To the College of Physicians and Surgeons of Ontario

- Be aware of those regulations regarding licensure that are relevant to residents within your program
- Interpret CPSO policy as it applies to resident education for your department

Program Director and Program Assistant Resource Requirements (draft):

Number of Residents	PD Minimum FTE / week
1-15	0.20
16-30	0.30
31-50	0.40
>50	>0.50

Number of Residents	PA Minimum FTE / week
1-15	0.40
16-30	0.75
31-50	1.00
>50	2.00

**Residents rotating through program may require additional administrative support