

McGill University – Postgraduate Medical Education

RESIDENCY PROGRAM DIRECTOR JOB DESCRIPTION

The Postgraduate Residency Program Director is responsible for the overall conduct, organization, and accountability of the residency program. The Program Director is accountable to the McGill University Faculty of Medicine, Departmental Chair, and the Associate Dean for Postgraduate Medical Education (PGME). The overall mandate of the Program Director is to ensure that residents receive the best possible training and education and that the standards

1. Development and operation of the program such that it meets the general and specific standards of RCPSC/CCFP/CMQ accreditation. This includes the selection and scheduling of rotations, academic curriculum, other educational activities and events (e.g career day), and educational sites
2. Selection of candidates for admission into the program in accordance with CaRMS (where applicable) and PGME regulations. Overseeing the organization of CaRMS is the responsibility of the program director in conjunction with the RTC.
3. Evaluation and promotion of residents in accordance with existing PGME policies
4. Career planning
5. Counseling of residents and responding to resident difficulties such as those related to stress and wellbeing
6. Planning and advocacy for program growth when indicated by workforce assessments and program quality and capacity
7. Ongoing program review that includes:
 - Goals and Objectives (every two years)
 - Optimal use of available resources and facilities (annual)
 - The evaluation system for assessment of resident performance in all domains based on CanMEDS roles and CFPC Principles (every two years)
 - Opinions and concerns of the residents as well as formal resident evaluation of faculty, rotations, and curriculum (annual)
8. Ensures that the formal academic curriculum largely in the form of an academic half day, simulation center sessions on procedure skills training, clinical scholar program, in-training exams, and workshops are organized, relevant, and continually updated.
9. Ensures that there is an appropriate balance of education and service observed in the program.
10. Ensures that all necessary information is distributed to faculty involved in residency education, including Goals and Objectives (annual basis).
11. Ensures the Promotions committee of the program meets according to the accreditation standards. Sits ex-officio on the Promotions committee.
12. Has an ongoing awareness of resident performance. Concerns must be presented to the resident and the residency program committee in a timely manner. Decisions for promotion, remediation, probation, and dismissal must be made in a fair manner and in accordance with PGME policies.
13. Ensures maintenance of an appeal mechanism, procedural fairness, reasonable decision-making, and appropriate transparency within the program
14. Meets with residents every 6 months to review performance and more frequently if necessary
15. Assisted by the RTC, completes the Final In Training Evaluations (FITERs)
16. Chairs the RTC and pre-circulates agendas and attachments, provides minutes following each meeting, and ensures that recommended actions occur and are reported back to the committee. The membership of the committee should be reviewed regularly to ensure representation from the major educational sites and content areas.
- 17.

Therefore the Program Director requires a high level of understanding of accreditation and credentialing requirements, the FMRQ contract, the CaRMS institutional contract, educational licensure, their own program policies, and the PGME policies

22. Ensures the maintenance of the postgraduate program website