General Pediatrics Residency Associate Program Director Job Description

Residency Program Committee and Subcommittees

- In conjunction with the PD:
    - Ensure effective functioning of the RPC and subcommittees
    - Chair RPC meetings – plan, conduct, record – as it provides oversight of the program
    - Manage RPC Subcommittees actively, some as a member or chair, or meet with Subcommittee chairs as needed. Regularly seek updates from Subcommittee Chairs and advise on issues
    - Review terms of reference of RPC and subcommittees regularly
    - Develop and implement policies and processes for the residency program

Faculty Support and Development

- Liaise with members of the Department of Pediatrics around general pediatrics residency training
- Communicate with faculty on matters pertinent to pediatric residency education
- Provide assistance and direction to other faculty members who hold residency administrative duties (such as rotation leads, simulation lead, etc.)
- Assure that the residency training program occurs in a respectful environment free of intimidation, harassment, which respects diversity and gender, race, religion, ethnic origin, etc.
- Plan and help deliver faculty development (may include Education Retreats and distributed sites visits)

Curriculum

- Oversee planning of the academic curriculum, including but not limited to: academic half day, retreats, simulation half day, with assistance from academic curriculum subcommittee
    - Ensure that the academic curriculum meets the Royal College Specialty Training Requirements and Objectives of Training (keep curriculum map up to date)
- Lead the planning and curriculum development for the Orientation Block
    - Supervise and complete assessment of the residents involved in planning orientation (medical education elective)
- Participate as a member of the research subcommitee
    - Receive updates from the Research Chair and/or Research and Scholarly Activities Assistant on residents' scholarly/research projects
- Participate in regular visits to distributed sites
- Assist in the annual review of rotation curriculum at the curriculum retreat
- Assist in the yearly process of developing the master schedule

Assessment and Promotion of Residents

- Oversee assessment process for clinical settings, including regular observation with formative feedback, ITERs, multisource feedback
- Oversee the examination process including written exams , OSCEs, and STACERs along with the Exam Lead

- Participate as a non-voting member of the Competency Committee
- Participate as a member of the Academic Support Subcommittee
    - Assist in developing individualized learning plans/remediation plans for residents experiencing difficulty, following the UBC FOM PGME policies
- Advise and participate in the Resident awards committee for Graduation Banquet from the Department of Pediatrics

Administrative

- Meet weekly with lead residents and administrative team to review program tasks
- Meet twice monthly with Senior Education Manager and Program Manager to review program human resources supports, finances, residency program protected academic events and any pertinent issues
- Meet monthly with Department Head, Associate Head for Education, Program Director and Senior Education Manager
- Participate in accreditation process
    - Maintain CanAMS accreditation tool, with particular focus on academic curriculum
    - Review and approve documentation collected for Internal and External Accreditation reviews.
    - Attend all required meetings during accreditation site visits

Respond to specific needs of individual residents

- Meet biannually with each resident to review progress as determined by Competency Committee and assist with career planning and any issues that arise (shared with Program Director)
- Meet with any resident in difficulty, or for whom any issues have been identified
- Maintain a list of resources and contacts for resident difficulties
- Resolve conflicts, when necessary, between residents and medical staff members
- Provide comprehensive letters of reference for residents applying for scholarship awards and research opportunities, as well as documents necessary to take exams or demonstrate good standing

Mentor and supervise Chief and Associate Chief Residents

- Meet weekly with Lead Residents along with Program Director
    - Assist in the assessment of lead residents during their lead blocks
- Assist the Associate Lead Residents in planning and developing their yearly Grand Rounds presentation
- Provide mentorship to Associate Lead Residents and provide supervision/guidance in planning the academic half day curriculum

Royal College of Physicians

- Participate as corresponding member of Pediatric Specialty Committee

Recruitment

- Attend UG career events

- Lead CaRMS file reviews, interviews and ranking, along with Program Director. Receive regular updates from Program Manager regarding event planning and status
- Oversee Visa trainee recruitment process
- Participate in Pediatric human resource planning within the consideration of social accountability
- Approve proposed orientation activities for new residents

PGME

- Ensure program compliance with PGME policies
- Participate actively at meetings for PGME Committee, Faculty Residency Executive Committee, and other relevant committees and tasks forces as appropriate
- Attend semi-annual PD workshops

Continuing Medical Education (CME)

- Support is available from the Department annually for attendance at educational CME such as CPPD (Canadian Pediatric Program Directors) group meetings, ICRE, CPS or any other relevant educational scholarship conference. This amount can be applied against, registration, accommodation and/or travel to a maximum of $4,000 per fiscal year.