



Postgraduate Program Director, Family Medicine

Job Description

The Postgraduate Program Director is a leadership position within the Department of Family Medicine (DFM) that has overarching responsibility for the ongoing development, planning, implementation, administration and quality of the educational experience in the core and enhanced skills Family Medicine Residency programs across the distributed network of McMaster training sites, in keeping with McMaster's reputation for leading innovations that are responsive to emerging needs to create a Brighter World.

The overall mandate of the Program Director is to ensure that residents receive the required educational experiences to achieve the competencies necessary to transition to practice, within a supportive and safe environment that promotes learning. In McMaster FM, we are striving toward a training experience that includes explicit, practice enhancing confidence to shape a career which embraces and advocates for equity and anti-racism, contributes to Truth and Reconciliation for Indigenous People by ensuring access to culturally safe care and makes intentional decisions supporting sustainability and Planetary Health.

The Program Director, with the Residency Education Committee (REC), ensures that the residency program meets the standards of accreditation of the College of Family Physicians of Canada (CFPC). The Program Director is supported by a strong, well-structured central Faculty and Administrative leadership team, working collaboratively with Site Directors, Enhanced Skills Director, and Lead Residents to achieve the overall goals and objectives of the program across the distributed network of McMaster FM.

Qualifications and Expectations:

The Program Director is a faculty member in the Department of Family Medicine, McMaster University, and holds certification by the College of Family Physicians of Canada [CFPC] and has a minimum of 5 years teaching at the PG level.

The Program Director demonstrates:

- Strong leadership ability
- Ability to negotiate, mediate conflicts, advocate and resolve problems
- Strong communication, collaboration and interpersonal skills
- Critical thinking and problem-solving abilities, using innovative approaches
- Credibility as a clinician and educator
- Engagement in professional development relevant to the role (e.g. attendance at educational conferences, leadership courses, PGME faculty development workshops)
- Advocacy for residency education in coordination with promoting excellence in patient

care

- Professionalism, with respect for diversity and confidentiality for residents and teachers
- Shared responsibility for modelling and supporting policies and practices that are aligned with DFM's commitment to truth and reconciliation with Indigenous Peoples, to addressing the harms of racism experienced by Black and other racialized individuals, and to creating and sustaining an equitable, diverse and inclusive workplace for all

Time Commitment and Support

This role is three days/week commitment. A commensurate stipend and administrative support will be provided during the term of the position.

Financial support for costs associated with required attendance at conferences and meetings will be provided

Office space at the David Braley Health Sciences Centre.

Term and Reporting:

Initial term 5 years

Renewable for second term to maximum 10 years. Annual review.

Reports to the Chair of the Department of Family Medicine

Functional responsibility to the Associate Chair Education, FM, and Associate Dean, Postgraduate Medical Education

Duties and Responsibilities:

I. The Program

The Program Director chairs the Residency Education Committee (REC). The PD and REC are responsible for the development and operation of the core FM and Enhanced Skills programs such that they meet the general and specific standards of accreditation. The work is supported by a [well-developed structure](#) of Faculty and Administrative leadership and REC subcommittees across the following key domains:

- Selection, admissions, transfers
 - in accordance with PGME and best practices
- Clinical and academic curriculum
 - curriculum development, review, and renewal ensuring competency development across CanMEDs roles and across spectrum of FM
 - ongoing review of comprehensive curriculum map
 - selection of suitable teaching sites and education experiences, collaborating with Mac-Care, McMaster's regional campuses and external partners as appropriate
- Resident assessment
 - oversee a fair, transparent program of competency-based resident assessment aligned with the CFPC CRAFT framework, incorporating appropriate tools and processes, including for appeals, as outlined in PGME policies



- incorporate systematic review of resident progress, and decision-making regarding promotion, exam recommendations, program completion, via competence committee structure
- timely identification and support of residents in difficulty, including development and implementation of remedial plans, in accordance with program/ PGME policies
- Policies, guidelines, and processes
 - adoption and dissemination of PGME policies
 - development, ongoing review, and implementation of program-specific guidelines, and processes
- Program Continuous Quality Improvement (CQI)
 - resident input incorporated into systematic central and site program, rotation, learning environment, and teacher evaluation with respect for resident anonymity
 - ensure faculty evaluation allows recognition of excellence in teaching, allows for correction of deficiencies to improving the learning experience
- Learning Environment
 - ensure appropriate supervision for level of training, facilitating graduated responsibility
 - ensure supportive and safe learning environments, free of intimidation and harassment,
 - timely, and appropriate response to safety concerns, or instances of mistreatment, in collaboration with PGME and other relevant partners
- Resident Wellbeing
 - effective mechanisms to support and respond to residents experiencing difficulties with stress, wellbeing and learning difficulties, including access to resources external to program
- Enhanced Skills Programs
 - collaborates with Enhanced Skills Director to ensure the above are achieved across all Category 1 and 2 Programs
 - ensure clear reporting line to REC

Committees:

Chair of REC and relevant subcommittees, delegating chair of subcommittees as appropriate
 Central Leadership Huddle – comprised of Curriculum, Assessment and Remediation Directors, Program Coordinator and Managing Director, Education -- advisory to PD

All program activities must be consistent with the policies and procedures as established by the Postgraduate Education Committee, Faculty of Health Sciences.

II. Program Administration

The Program Director works alongside the Managing Director, Education, and central Program staff in overseeing the activities of the residency program office.

- Human Resources
 - recruitment of PG education leadership – role descriptions, selection committees
- Resident Documents



- maintain resident files, ensuring that the program and the individual residents meet credentialing requirements and deadlines, including liaising with MCC, CPSO and CFPC as required
- provide residents and graduates with references, credentialing, and privileging forms, as requested
- monitor and support PARO contract requirements
- Financial
 - financial management of program resources
- Event Planning, Communication
 - planning and oversight of key events including CaRMS, orientation, graduation, exam preparation, etc.
 - develop and maintain effective methods of communication across the programs and faculty, residents and administrative staff including distribution of program information and notices
 - contribute content to portals and websites
- Accreditation
 - documentation, preparation, and scheduling for internal and external reviews
 - regular revisions of residency program documents

III. Department of Family Medicine

As a senior leader in DFM Education, the Program Director is an important voice and contributor to the broader education mission, as overseen by the Associate Chair and Managing Director of Education. The Program Director also works closely alongside the Faculty Relations leadership (Faculty Experience Director, Faculty Development Director, and Manager, Faculty Relations) to ensure appropriate onboarding, orientation, promotion and recognition of teaching faculty

Additional activities include:

- Support for postgraduate faculty leadership
 - leadership reviews, role renewals, transitions, awards and recognition
- Collaboration with faculty development to ensure needs of postgraduate teachers are addressed
- Promotion of FM through marketing initiatives and hosted events (UG, PG, ES)
- Contribution to department initiatives as requested by the Chair, DFM, or ACE

Committees:

Member, Department Education Committee

Member, Department Advisory Group

Member, Department Finance Committee

Additional DFM committees at the request of the Chair

IV. University

As a large, distributed, and unique program, Family Medicine is an important contributor across Postgraduate Medical Education (PGME), through participation in relevant committees, as well PGME activities and policy development.

Specific activities include:

- Participation in Career Night presentations for the undergraduate program, as requested
- Participation in PGME Internal Reviews
- Participation in PGME Program Director Development activities
- Collaboration with other Program Directors to optimize educational experiences for all off- service residents, consideration of transfer request

Committees:

Member, Postgraduate Education Committee (PGEC)

Member of PGEC subcommittees as requested by the PGME Dean

Member, Distributed Medical Education (DME) Operations, FHS

V. Provincial/National

The Program Director is a member of the National and Provincial FM Program Directors group, and Ontario Joint IMG group, and is encouraged to participate in formal and informal meetings, to share and collaborate as opportunities present. The PD is expected to stay informed of national initiatives of the College of Family Physicians of Canada, including related to curriculum examination, and accreditation. The PD will participate in formal meetings with the CFPC as requested.