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## **Assistant Program Director Responsibilities**

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### **Appointment Process at the University of Calgary**

A candidate for Assistant Program Director at the University of Calgary is nominated by the Program Director and Department Head to the Associate Dean, Postgraduate Medical Education. The process implemented by the Department Head for selection of a nominee varies. Larger departments may use a formal selection committee. Other departments seek the advice of the Residency Program Committee or informal discussion within the Department.

Subsequent to agreement by the Associate Dean, PGME and the Dean (Faculty of Medicine) that the nomination is appropriate, the formal appointment is made. The Associate Dean, PGME notifies the Department Head, the nominee, the PGME Committee, and the appropriate national accrediting body of the appointment.

Normally, appointments are made for a five year term, assuming continued satisfactory performance by the incumbent and the continued support of the Department Head.

### **Duties and Responsibilities**

#### **1. Program Competence By Design (CBD) Lead:**

- Leading the program curriculum transition to and implementation of CBD in coordination with the Program Director
- Ensuring completion and implementation of the CBD curricular document process (RCPSC EPAs, required training experiences, assessment system design)
- Piloting implementation strategies to facilitate readiness for launch date for all incoming CBD residents
- Guiding the electronic platform field tests
- Liaising with other University of Calgary program CBD Leads to identify areas of collaboration
- Remaining current in the evolving Competence by Design (CBD) initiative
- Participating as a member on the Residency Program Committee (RPC) and the Chair of the Competence Committee.

#### **2. Residency Program - Assisting the Program Director with the following:**

- Develop the overall educational plan for the residency training program.
- Ensure the regular functions of the Residency Education Committee including the regular scheduling, conduct and recording of meetings.
- Periodically review the makeup of your Residency Education Committee to ensure it is representative of the various constituencies it services.
- Recruit new trainees into your program including development of informational



material and promotion of the program.

- Maintain records on residents.
- Act as an advocate for the residents in the residency training program.
- Meet regularly with the resident trainees to review their progress.
- Review the educational program annually.
- Supervise the development of applications for new programs within the department as required.
- Liaise with the individuals responsible for the undergraduate and continuing medical educational activities within your department.

### **3. University Responsibilities**

Faculty

Postgraduate Medical Education Committee:

- Attending and/or co-delivering relevant CBD faculty development workshops, or identifying a representative to attend when other responsibilities prevent attendance
- Responsible to the Program Director and the Associate Dean, PGME to ensure progress is on target and meets criteria for implementation
- Participate in relevant activities of the Postgraduate Medical Education Committee, expressing opinions and concerns known.
- Support the decisions that are made in relation to Postgraduate Medical Education at this institution.
- Take back to the Residency Education Committee and the department information from the Postgraduate Medical Education Committee that is relevant to them.
- Work cooperatively with the Office of Associate Dean in regards to the provision of material on promotions, schedules, confirmation of Completion of Training Reports, and disciplinary matters.

#### **Departmental**

- Coordinating faculty development needs and training for the Department/Division as it relates to CBD implementation and ongoing delivery.
- Convey information from the Postgraduate Medical Education Committee to the department that has relevance to the education activities.
- Seek out the opinion of the departmental members on the educational program and to bring information from your department to the Postgraduate Medical Education Committee.
- Ensure that discussion of educational material has a high profile within the departmental meeting structure.

### **3. National Responsibilities**

Royal College of Physicians And Surgeons Of Canada/College Of Family Physicians Of Canada



(RCPSC/CFPC)

- Become an examiner if the opportunity arises.
- Develop and monitor educational objectives.
- Monitor the documents for accreditation, training requirements, RCPSC/CFPC surveys, etc.
- Comment on questions raised by the RCPSC/CFPC relating to residency education.
- Keep abreast of policy as it relates to your specialty which is sent out directly and through publications of the RCPSC/CFPC.
- Find out how the RCPSC/CFPC system works and try to influence it in areas which concern you and your Residency Education Committee. Be sure you understand the role of your specialty committee.

Your Specialty Society

- Support program director in relevant administrative tasks with respect to the residency training program.

#### **4. The College of Physicians and Surgeons of Alberta**

- Be aware of those regulations regarding licensure that are relevant to residents within your program.
- Be able to interpret CPSA policy for your department.

#### **5. Work Force and Planning**

- Be aware of the current information in this area, especially as it relates to your own discipline but also to the overall national situation.
- Be able to serve as a faculty resource on these materials.