



PROGRAM DIRECTORS DUTIES AND RESPONSIBILITIES

Program Directors have responsibility for the overall conduct of the residency program. Duties and responsibilities are as follows:

1. Responsibilities to your residency program
 - a. to develop the overall educational plan for your program
 - b. to review the educational program yearly
 - c. to supervise the development of applications for new programs within your department, as required
 - d. to liaise with the individuals responsible for the undergraduate and continuing medical educational activities within your department/division
 - e. to chair your Residency Postgraduate Education Committee
 - f. to ensure the regular functions of the Residency Postgraduate Education Committee including the regular scheduling, conduct and recording of meetings
 - g. to periodically review the makeup of your Residency Postgraduate Education Committee to ensure it is representative of the various constituencies it serves
 - h. to recruit new trainees into your program; develop informational material in promotion of the program
 - i. to maintain records of residents
 - j. to be an advocate for the residents in your program
 - k. to meet regularly with your residents to review their progress
 - l. to evaluate the trainees.

2. University Responsibilities

A. FACULTY

- i) Postgraduate Education Committee (PGEC)
 - a. to participate fully in all activities of the PGEC and meetings of all Program Directors
 - b. to support the decisions which are taken in relation to postgraduate medical education
 - c. to bring forward issues that you feel must be dealt with by this body
 - d. to bring your Residency Postgraduate Education Committee and departmental opinions to this Committee on issues which are under discussion
 - e. to take back to your Residency Postgraduate Education Committee and your department, information from the PGEC which is relevant to them
 - f. to work cooperatively with the Office of the Assistant Dean of Postgraduate Education in regards to the provision of material on promotions, schedules, Final In-Training Evaluation Reports, disciplinary matters etc.
- ii) Internal Reviews
 - a. to provide the documentation which is required for these reviews
 - b. to participate in the review process as a reviewer when requested
 - c. to coordinate the reviews (internal and external) of your program
 - d. to provide leadership in your own department relating to the internal review process.

B. DEPARTMENTAL

- i) to convey information from the PGEC to your department which has relevance to the educational activities of your department
- ii) to develop a means whereby there is regular and frequent communication with your Department Head to ensure that there is adequate discussion of educational material and that your Department Head is fully informed of and a full participant in the decision making process as it relates to residency education
- iii) to seek out the opinion of your departmental members on the educational program and to bring information from your department to the PGEC
- iv) to ensure that discussion of educational material has a high profile within the departmental meeting structure.

3. National Responsibilities

i) Royal College of Physicians and Surgeons of Canada/College of Family Physicians of Canada

- a. to review the credentialing, accreditation, teaching and evaluation of all trainees and training programs
- b. to monitor educational objectives
- c. to monitor the documents for accreditation, training requirements, Royal College/College of Family Physicians of Canada surveys, etc.
- d. to comment on questions raised by the Royal College/College of Family Physicians of Canada surveys, etc.
- e. to keep abreast of policy as it relates to your specialty which is sent out directly by the College and through publications of The Royal College of Physicians and Surgeons of Canada/College of Family Physicians of Canada
- f. to appreciate the functions of the Royal College/College of Family Physicians of Canada particularly in areas which concern you and your Residency Postgraduate Education Committee.

ii) Your Specialty Society

- a. to participate in education committees for your specialty. If an educational committee does not exist, responsibility for organizing one should be assumed
- b. to provide leadership nationally regarding all aspects of the educational program.

4. The College of Physicians and Surgeons of Ontario

- i) to be aware of those regulations regarding licensure that are relevant to residents within your program
- ii) to interpret College policy for your department

5. Physician Resources Committee

- i) to be aware of the current relevant information especially as it relates to your own discipline but also to the overall national situation
- ii) to be able to serve as a faculty resource on these matters.