Program Director, Postgraduate Medical Education in Psychiatry (Specialty) - Role Description

The Residency Program Director is responsible to the Head of the Department and the Associate Dean, Postgraduate Medical Education, for the overall conduct of the Residency Program in accordance with the Canadian Residency Accreditation Consortium (CanRAC) Standards of Accreditation.

Role Deliverables

In this role, you will:

- Be responsible for the overall conduct and evaluation of the Psychiatry Specialty program.
- Develop and maintain a clear program plan, including objectives relating to knowledge, skills, and attitudes based upon the competencies and educational experiences required by the standards of the specialty as per the Royal College of Physicians and Surgeons of Canada (RCPSC).
- Ensure regular review and updating of the overall Goals of Training utilizing the CanMEDs competencies.
- Ensure the successful transition to and incorporation of Competency Based Medical Education (CBME) into Psychiatry specialty education.
- Meet regularly with the Department Head and Associate Head, Postgraduate Education and Continuing Professional Development, to review matters related to the Program.
- Meet regularly with the Associate Dean, Postgraduate Medical Education, to update and discuss matters related to the Program.
- Liaise and work with the Department Administration office and/or Associate Dean, Postgraduate Medical Education office as necessary on matters related to the Program.
- Provide supervision to and meet regularly with the Department Psychiatry Specialty Associate Program Directors, site leads and oversight directors.
- Work closely with Associate Program Directors, Curriculum Director, Research Track Associate Program Director, Scholarly Activities Director, site leads and the oversight directors to ensure that the training program offers rich and diverse clinical experience and supports scholarship.
- Keep abreast of current policies/procedures of the Royal College of Physicians & Surgeons of Canada as related to the specialty.
- Develop and coordinate the interview process of the Psychiatry Specialty Program applicants, including International Medical Graduates; carry out performance assessment of each resident, including the final evaluation at the end of the program as required by the RCPSC.
- Facilitate successful implementation of the Residency Expansion Program for Psychiatry.
• Work to further develop appropriate training venues throughout the province, particularly within the formal Distributed Sites.
• Work with the office of the Associate Dean, Postgraduate Medical Education with respect to Resident Appeals/Discipline.
• Work with Site Directors, visit community sites and meet with faculty to ensure ongoing quality in the educational program.
• Authorize appropriate forms related to residency training and credentialing requests on past residents, including but not limited to, Confirmation of Completion of Training form as required by the RCPSC. This form attests that the resident has attained the necessary skills, knowledge, attitude, and judgment necessary for independent consultant practice.
• Ensure ongoing Program accreditation as deemed by the Royal College of Physicians & Surgeons.
• Participate in Royal College Accreditation Survey.
• Complete Royal College evaluations; liaise with the Associate Program Directors, Research Track Director, the President of the Residents and the Chief Residents to ensure that all grants, publications and presentations of Residents are documented and noted in the Pre-Survey Questionnaire.
• Participate in National Meetings (COPE Meetings - 2 times per year) and engage with national partners as required.
• Chair Department Psychiatry Specialty meetings
• Attend Faculty Residency Committee Meetings (FREC) and all Residency Training Committee (RTC) meetings.
• Attend Department meetings and/or Faculty PGME meetings as required
• Attend monthly Department of Psychiatry Executive meetings