



Vancouver Track Associate Program Director, Postgraduate Medical Education Psychiatry

Summary of role:

The Vancouver Track Associate Program Director (Postgraduate Medical Education Psychiatry) in close collaboration with the Program Director (Postgraduate Education Psychiatry) is responsible for ensuring the Vancouver Track training program is of the highest quality, provides an ongoing rich and diverse clinical & educational experience and meets the Royal College standards and objectives of training while respecting the collective agreement between PARBC and HEABC. The Vancouver Track Associate Program Director is expected to work closely with the health authority leadership as well as liaise with the Oversight Directors, Vancouver Track Site Directors, preceptors, hospital staff, other educational leaders and stakeholders to facilitate the delivery of the program in the UBC Department of Psychiatry. The Vancouver Track Associate Program Director is expected to foster and maintain good communication and working relationships with residents, students, program and site leaders, department leaders, faculty and staff in the Department and at clinical teaching sites.

Reporting Relationship:

The Vancouver Track Associate Program Director is responsible to the Program Director, Postgraduate Medical Education Psychiatry Specialty, in the Department of Psychiatry at UBC.

Responsibilities and Accountabilities

- Meets regularly with the Program Director, other Associate Program Directors, Oversight directors, managers and others to ensure educational policies and procedures of the UBC Department of Psychiatry are carried out and corrects any substantial variation in training equivalency between the parent program and the Vancouver Track program.
- Works closely with the Program Director and the Associate Directors of other Residency programs tracks in psychiatry at UBC to support implementation and delivery of the CBD curriculum
- Works closely with the health authority as well leadership of various hospitals and community mental health programs with the Vancouver track to support delivery of resident education
- Liaises with Oversight Directors, Site Directors, Preceptors, Program Coordinator and other stakeholders to facilitate the delivery of the program
- Works with hospital medical education staff and site directors regarding site-based trainees, rotations, computers and communications, office space.
- Participates in activities related to accreditation, supports and builds capacity in clinical settings including recruiting, developing and support clinical faculty in the Vancouver Track.
- Co-leads the CaRMs process for the Vancouver Program with the Program Director



- Ensures completion of regular resident evaluations; meets with Chief Resident(s) as needed; meets all Vancouver track residents for Semi-Annual Review; addresses residents' concerns or Faculty concerns regarding residents
- Ensures timely feedback to faculty when issues are raised.
- Meets with the Program Director, members of the Competence Committee, Academic Advisors, any associated preceptors and the resident themselves in the management of a Vancouver track resident that may be struggling to facilitate support, including during a possible need for Remediation or Probation
- Meets with Vancouver track residents returning from leave to ensure they are adequately supported in their return to work
- Assists with the Vancouver Track special functions, such as OSCE Simulation and STACER exams for senior residents, regional educational conferences, appreciation meals, graduation, etc.
- Documents and maintains master schedule of all trainees doing Vancouver rotations in conjunction with administrative staff; works with residents to align rotation supply and demand, works with faculty to develop rotation capacity.
- Maintains an up-to-date understanding of the Royal College documents, including objectives of training in Psychiatry, specific standards of accreditation for residency programs in Psychiatry, specialty training requirements in Psychiatry, the CBD Document Suite, and specific information regarding the Royal College Written and Clinical Component Examinations in Psychiatry
- In conjunction with the PD and other APD's, helps maintain and update UBC Psychiatry documents, including goals and objectives for Psychiatry Residents for all rotations, subspecialty rotations, policies, procedures and forms
- Assumes delegated leadership roles as required by the program director for the program as a whole.
- Participates in Committees:
 - Post Graduate Education Program Committee, UBC Department of Psychiatry
 - Executive of the Post Graduate Education Program Committee, UBC Department of Psychiatry
 - Psychiatry Vancouver Track Medical Education Committee; is the chair of this committee
 - On Call Committee
 - Competence Committee (likely will change in the future as CBD continues to roll out)
 - Selections Committee