

## **Terms of Reference**

### Gynecologic Reproductive Endocrinology and Infertility Fellowship Program Director Department of Obstetrics and Gynecology

---

#### 1. Outline of the Position

The GREI Fellowship Program Director (GREI-FPD) is responsible for supervision and facilitation of Postgraduate training in the Division of Gynecologic Reproductive Endocrinology and Infertility in the Department of Obstetrics and Gynecology at McMaster University.

#### 2. Background

The GREI residency program is two years in length. Since 2007, the Program has accepted one new trainee every other year. On average there is one resident in the Program at any given time.

The GREI-FPD is involved in the selection, training and supervision of the Program Assistant. The GREI-FPD submits an annual budget, for review and approval by the Department Finance Committee. The GREI-FPD submits an annual report of program activities and achievements to the Chair. This is reviewed for approval at the Department Business Meeting.

#### 3. Requirements of the position

The GREI - FPD must meet the following criteria:

- Demonstrates consistent excellence and leadership in REIGREI Education
- Demonstrates excellent interpersonal skills
- Acknowledges clinical competence and experience in the specialty

Additional training or experience in educational or health care administration would be highly valued.

#### 4. Reporting requirements

The GREI-FPD reports to the Chair of the Department of Obstetrics and Gynecology.

#### 5. Rules and Procedures – Renewal or Replacement

The term of Gynecologic Reproductive Endocrinology and Infertility Fellowship Program Director is five (5) years, renewable once. Prior to the end of each five-year period, the Chair will form a committee and invite applications for the Director position.

The present Director is eligible to apply for a second five-year term. If he/she is interested in a second term, the Chair, in consultation with the committee, will make a decision about a second term.

The performance of the Gynecologic Reproductive Endocrinology and Infertility Fellowship Program Director will be reviewed annually by the Chair during the Annual Career Review. Yearly renewal will be contingent upon agreed performance objectives and satisfactory performance appraisals.

#### 6. Responsibilities and activities of the position

The GREI-FPD's responsibilities include but are not limited to the following:

- Reviews in general all aspects of GREI Education in the Division.
- Ensures that the Program conforms to all of the RCPSC educational standards.
- Ensures that the Program and the individual faculty adhere to the PAIRO OCATH collective agreement.
- Ensures that all Program graduates, in addition to meeting RCPSC standards, are capable of competent independent clinical practice as a Reproductive Endocrinologist.
- Regularly reviews the Resident Guidelines and ensures that they conform to agreements made and that they are complete and up to date. Each update requires recirculation to the resident for their review and comments.
- Determines levels of resident and faculty morale and make reasonable efforts to optimize them.
- Oversees the Accreditation process. This includes both the six-yearly External Review by the RCPSC and the interval six-yearly Internal Review. Preparation for both of these reviews requires completion of the lengthy Pre-Survey Document, local arrangements, and response to the respective accreditation reports.
- Reviews all clinical rotation in which the resident is involved and ensures that (a) the rotation goals and objectives meet RCPSC standards and are consistent with clinical competence upon resident graduation and (b) that the respective rotation meets these same standards.
- Conducts regular Resident Meetings. This forum is used to communicate with the resident and identify concerns the resident has.
- Ensures that the resident evaluation process is functional and that evaluations are provided to the resident in a timely manner.

- Meets with resident annually for a performance appraisal and discussion of issues pertaining to resident training.
- Arranges and ensures regular and high quality Journal Clubs for the GREI resident (s).
- Determines and ensures that there are adequate educational resources available for the resident.
- Organizes the application process within the Division. This includes, but is not limited to a) determination of the correct resident complement, b) determining the number of candidates to be screened c) determining the screening criteria, d) determining the interview and selection criteria and methodology, e) recruiting faculty and residents to read the candidates' files, undertake the screening, and implement the interviews and other selection
- Fields enquiries for those interested in training opportunities in GREI at McMaster.
- Provides regular reports to the monthly Department Business Meeting on important issues in GREI Education as well as a written annual summary report.

## 7. Support/Stipend

The GREI-FPD receives a stipend for this position. There is a part-time administrative assistant who provides support to the GREI-FPD.

The GREI-FPD Chairs the following meeting:

- Residency Program Committee held quarterly

The GREI-FPD is expected to attend specific standing committee meetings within the department:

- Finance Management Committee Meeting
- Liaison Committee Meeting
- Academic Department Business Meeting

\*Stipended roles and mandatory meetings are not eligible for honoraria or ARCS points.

## 8. Other considerations

The GREI-FPD works with the Chair and Department Education Coordinator to plan future directions for education in the Department, including educational research and innovation.