

## **Terms of Reference**

### Maternal Fetal Medicine Program Director Department of Obstetrics and Gynecology

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#### 1. Outline of the Position

The MFM Fellowship Program Director is responsible for the organization and supervision of the Postgraduate training in the sub-specialty of Maternal Fetal Medicine in the Department of Obstetrics and Gynecology at McMaster University.

#### 2. Background

The RCPSC MFM Residency training program is two years in length. It accepts 1 to 2 new graduates a year and can accommodate up to 3 candidates spread across the two years of the Program at any one time.

The MFM Program Director chairs the MFM Residency Training Committee and together with this committee is responsible for the organization and supervision of the MFM Sub-Specialty Training program. The Program Director is responsible for producing an annual report on the Programs activities and achievements to the Chair of the Department of Obstetrics and Gynecology.

The MFM Program Director is assisted by the Program assistant. The position is a one-third FTE.

An annual budget for running the program is submitted for review and approved by the Department Finance committee. This budget covers the administrative costs of running the program together with conference and research support for the trainees. This is reviewed annually for approval at the Department Finance Management Meeting.

### 3. Requirements of the position

The MFM Program Director must meet the following criteria:

- Demonstrates skill and consistent excellence in Medical Education and adult learning
- Demonstrates excellent Leadership and interpersonal skills
- Acknowledges clinical competence and experience in the sub-specialty

Additional training or experience in Medical Education or Educational Leadership roles would be highly valued.

### 4. Reporting requirements

The MFM Program Director reports to the Assistant Dean, Postgraduate Education and to the Chair of the Department of Obstetrics and Gynecology.

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

The term of Maternal Fetal Medicine 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 Maternal Fetal Medicine Program Director will be reviewed annually by the Chair during the Annual Career Review. Yearly renewal will be contingent upon agreed upon performance objectives and satisfactory performance appraisals.

### 6. Responsibilities and activities of the position

The MFM Program Director's responsibilities include but are not limited to the following:

- Chairperson of the MFM Residency Committee that oversees the MFM Residency Education in the Department. Ensures that this committee meets regularly (at least 4 times a year) and that agendas and minutes are circulated.
- Ensures that the Program provides the RCPSC Sub-Specialty training requirements in MFM.
- Coordinates the regular review of the Goals and Objectives of both the overall Program as well as the individual rotations and ensures that these are being met. Utilizes both resident and educator feedback to continually improve the rotations and ensures that the RCPSC training requirements are being met in the various rotations.

- Ensures that there is a Tutorial Program that covers teaching in all the 7 CANMEDS Competencies' and that these tutorials are evaluated for content and educational merit.
- Ensures that there are adequate educational resources available for the residents.
- Ensures that all mid-unit and end of unit evaluation and feedback to the candidate occurs in a consistent and timely manner.
- Meets with each resident regularly for a performance review and discussion of issues pertaining to the individual resident's training. Provide written documentation of these meetings.
- Participates together with the Fellowship committee in Level 1 appeals of unsatisfactory resident evaluations. Ensures that documentation is provided to the REB on candidates that pursue a level 2 appeal.
- Plans remediation (together with the Fellowship committee) for residents who achieve unsatisfactory evaluations and ensures that the successful completion of remediation occurs.
- Ensures that the program provides preparation for the candidate for the RCPSC Sub-specialty training examination
- Facilitates Faculty evaluation and provides feedback on educational performance to Staff.
- Coordinates the advertising of the Program together with the recruitment and selection of new trainees.
- Represents the Department's MFM Residency Program at the RCPSC MFM Sub-Specialty Committee.
- Oversees the Accreditation process. This includes both the six-yearly External Review by the RCPSC and the interval six-yearly Internal Review. This includes both the preparation of Pre-Survey Questionnaires, the local arrangements for the accreditation and the response to the Accreditation reports.
- Ensures that the Program and the individual faculty adhere to the PAIRO OCATH collective agreement.
- Works to ensure that the educational environment is supportive and collegial and free from intimidation, harassment and discrimination.
- Provides the Chair of the Department with annual reports on the functioning of the Sub-specialty Program.
- Represents the MFM Fellowship Training program at Academic Department Business Meeting and Post Graduate Meetings.

## 7. Support/Stipend

The MFM Program Director receives a stipend for this position. There is a part time program assistant who provides support to the MFM Fellowship Program Director.

The MFM Program Director 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 MFM Program Director works with the Chair and Department Education Coordinator to plan future directions for education in the Department, including educational research and innovation.