

## **Terms of Reference**

### Residency Program Director Department of Obstetrics and Gynecology

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#### 1. **Outline of the Position**

The Residency Program Director (RPD) is responsible for supervision and facilitation of Postgraduate training in the Department of Obstetrics and Gynecology at McMaster University.

#### 2. **Background**

Since 2007, the Program has accepted six new trainees per year in the BCT (Basic Clinical Training) stream. On average there are between 25 – 30 residents in the Program at any given time. In 2012, the program will increase the intake to seven residents.

Although BCT is a separate program for the PGY1s, the Obs/Gyn RPD is to a great extent responsible for the education of both the Obs/Gyn BCT's in all of their rotations during this Academic Year and all of the BCT's from the other programs as they rotate through their Obs/Gyn rotations.

The RPD supervises and is assisted by the Program Assistant. This position is presently one FTE. The RPD is involved in the selection, training and supervision of the Program Assistant. In addition the RPD is involved in supervising any summer student or other positions hired to assist in Postgraduate work.

Each of the four principle clinical teaching sites has a Site Co-ordinator. These individuals report to the RPD regarding educational activities. Similarly each subspecialty rotation has a rotation supervisor who reports to the RPD about each respective rotation.

The RPD submits an annual Postgraduate budget reviewed and approved by the Department Finance Committee.

### 3. Requirements of the position

The RPD must meet the following criteria:

- Demonstrates, consistent excellence in Postgraduate 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 RPD reports to the Assistant Dean, Postgraduate Education and to the Chair of the Department of Obstetrics and Gynecology. In addition, the RPD collaborates with the BCT Program Director.

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

The term of Residency 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 Residency 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 RPD's responsibilities include but are not limited to the following:

- Reviews in general all aspects of Postgraduate Education in the Department.
- 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 an Obs/Gyn.
- 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 all the residents for their review and comments.

- Determines levels of resident and faculty morale and makes 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 rotations in which the residents are involved and ensures that the 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.
- Attends all FHS Postgraduate Committee meetings. This meeting is chaired by the Assistant Dean, Postgraduate Education and is attended by all the RPDs.
- Chairs the Monthly Department Postgraduate meeting and ensures that minutes are prepared and circulated. Implicit in the role of Chair is the understanding that the RPD will act upon all agreements reached at the meeting.
- Chairs the Monthly Resident Meeting. This forum is used to communicate with the residents and identify individual and collective concerns the residents have.
- Chairs the quarterly Curriculum Committee meeting and ensures that agreed-upon decisions are implemented.
- Chairs the Evaluation Committee meetings, which are held at least quarterly. This group reviews all resident files where there are performance issues. In turn they make recommendations to the RPD and the respective faculty regarding the best educational prescription for the identified resident. They also determine evaluative standards within the Department and suggest improvements and modifications to the present system.
- Attends and participates in the APOG (Association of Professionals in Obstetrics and Gynecology) Obs/Gyn Residency Program Director's meeting. This formal meeting is held each fall in conjunction with the SOGC Ontario meeting in Toronto. In addition the RPD is expected to participate in APOG Postgraduate Committee telephone conferences, which are held from time to time each year.
- Attends all BCT meetings and ensures that the BCT training at all Hamilton sites meet current educational standards. This includes developing Obs/Gyn rotation-specific goals and objectives for these PGY-1 trainees.
- Ensures that the resident and intern evaluation process is functional and that high quality evaluations are provided to the residents in a timely manner.
- Meets with each resident annually for a performance appraisal and discussion of issues pertaining to the individual resident's training.
- Identifies those residents who have performance difficulties and investigates the validity of the assessments. Following this, the RPD must consult with the relevant parties to design a remedial program that is agreeable to the trainee and to the respective faculty. In the event that a "less than satisfactory" evaluation is rendered and the resident wishes an appeal, the RPD must notify the Postgraduate Office and then represents the Department and the Faculty at the ensuing appeal hearing.
- Reviews WebEval resident evaluation submissions by the faculty and determines individual resident learning needs.
- Reviews WebEval resident evaluation submissions by the faculty and determines the need for any programmatic changes.

- Reviews WebEval faculty evaluations submitted by the residents and determines the need for intervention with any individual faculty member.
- Reviews WebEval faculty evaluations submitted by the residents and determines the need for program-wide faculty interventions. The aim of these interventions would be to enhance the teaching skills of the faculty collectively. This would include, but is not limited to, retreats, workshops, guest speakers.
- Arranges and ensures regular and high quality Journal Clubs.
- Ensures that quarterly practice OSCE's are properly arranged and are of sufficient quality.
- Arranges CMAS labs five-times/ year. This includes recruitment of faculty, arranging the inanimate and animal lab facilities and ensuring a quality experience for all of the trainees.
- Oversees the Resident Anatomy Sessions.
- Oversees the Resident Surgical Skills Sessions. As with the Anatomy Session this requires engagement with the faculty and arranging appropriate facilities and educational material (cadavers, surgical instruments).
- Encourages and ensures adequate levels of resident research within the Department.
- Determines and ensures that there are adequate educational resources available for the residents.
- Participates in the organization and moderating of sessions for the R.T. Weaver Annual Research Day.
- Organizes the entire CaRMS process within the Department. 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 tools (i.e. MMI's ).
- Fields enquiries for those interested in training opportunities in Obs/Gyn at McMaster.
- Works with faculty to implement the Ugandan Obs/Gyn Resident rotations at McMaster.
- Ensures that there is adequate capacity within the Program to accommodate the present and anticipated resident complement. This involves engaging with community faculty to provide rotations (both core and elective) outside of Hamilton proper. Implicit in this undertaking is the need to educate that community faculty about Postgraduate Education and ensures that they conform to the tenets of the Program.
- Provides regular reports to the monthly Department Business Meeting on important issues in Postgraduate Education as well as a written annual summary report.

## 7. Support/Stipend

The RPD receives a stipend for this position. There is a full time residency program assistant who provides support to the RPD.

The RPD Chairs the following meetings:

- Postgraduate Education Committee meeting held monthly
- Curriculum Committee held quarterly
- Evaluation Committee held at least quarterly

There are monthly meetings with the Assistant Dean, Postgraduate Education and the Chair of the Department of Obstetrics and Gynecology.

The RPD attends the following meetings:

- Promotion and Tenure Committee Meeting
- Liaison Committee Meeting
- RT Weaver Committee Meeting
- Intimidation and Harassment Committee Meeting
- Research Committee Meeting
- Finance Management Committee Meeting
- Academic Department Business Meeting

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

## 8. Other considerations

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