



**THE UNIVERSITY OF BRITISH COLUMBIA  
DEPARTMENT OF MEDICINE  
RESIDENCY PROGRAM DIRECTOR  
DIVISION OF NEUROLOGY**

The Division of Neurology, Department of Medicine at the University of British Columbia (UBC), is seeking applications for the position of Neurology Residency Program Director. The Neurology Residency Program is one of the largest residency programs in the Department of Medicine (DoM). This position requires a time commitment of 0.4 FTE (2 days per week) and is expected to be filled by a candidate internal to the faculty.

Within the Department of Medicine, the Residency Program Director reports directly to the Division Head and the Associate Head, Education, who in turn both report to the Head of the Department of Medicine. Additionally, the Residency Program Director reports to the Associate Dean, Postgraduate Education for the overall conduct of the Residency Program in accordance with the Canadian Residency Accreditation Consortium (CanRAC) Standards of Accreditation. The Program Director is responsible for the development and implementation of the overall educational goals and plans of the Residency Program in accordance with CanRAC Standards of Accreditation. The Director oversees the work of the Senior Program Coordinator and the Program Assistant, who work closely with residents and faculty members.

The Program Director oversees admissions and selection of candidates into the program. He/she will also oversee well-being of the residents; provide career planning and assessment of performance of each resident through a well-organized program of assessment. He/she will conduct regular review of the program to assess quality of the educational experience and to review the resources available in order to ensure that maximal benefit is derived from the integration of the components of the program.

The successful applicant will have extensive knowledge of postgraduate medical education at UBC, within Canada and abroad and must be certified by the Royal College of Physicians and Surgeons of Canada, and be licensed or eligible for licensure to practice in the province of British Columbia. The successful applicant is expected to be a member of the Division of Neurology in good standing.

Additionally, applicants must have:

- Strong communication and interpersonal skills
- Demonstrated skill in teaching
- Strong Leadership ability
- The ability to negotiate, mediate conflicts, advocate and resolve problems
- Working knowledge of the principles of adult learning and postgraduate medical education
- The ability to interpret and apply policy and procedure and ensure proper follow up and reporting to appropriate senior leadership
- Demonstrated commitment to continuous learning

The Director will be a member of:

Neurology Division Executive Committee

FoM PGME Committee

Neurology Residency Program Committee (Chair)

Residency Program directors shall receive an annual payment in accordance with the Postgraduate Medical Education Funding Guidelines as published by the Postgraduate Medical Education Dean's Office.

The appointment may commence as early as July 1, 2020 or upon a date to be mutually agreed.

Please submit a letter of application, a curriculum vitae, a teaching dossier and the names of three references no later than September 30, 2019. All correspondence and documentation should be sent by email to:

Yvonne Ng

Administrative Manager: [yvonne.ng@vch.ca](mailto:yvonne.ng@vch.ca)

UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. Canadians and permanent residents of Canada will be given priority.

Enclosures:

- Residency Program Director Job Description
- Outline of Activities for Neurology Residency Program

## **RESIDENCY PROGRAM DIRECTOR JOB DESCRIPTION**

Within the Department of Medicine, the Residency Program Director reports directly to the Division Head and the Associate Head, Education, who in turn both report to the Head of the Department of Medicine. Additionally, the Residency Program Director reports to the Associate Dean, Postgraduate Education for the overall conduct of the Residency Program in accordance with the Canadian Residency Accreditation Consortium (CanRAC) Standards of Accreditation. This responsibility includes:

1. Development of a clear curriculum map, including objectives/competencies relating to knowledge, skills, and attitudes based upon the Pathway to Competence: Neurology as published by the Royal College of Physicians and Surgeons of Canada. The plan should also indicate the methods by which the competencies are to be achieved and the role played by each participating institution. Participates in the design and rollout of Competence By Design scheduled for implementation in July 2020.
2. Conduct of the program, including providing educational experiences and learning activities to ensure that each resident is advancing and gaining in experience and responsibility in accordance with the educational plan. To support a positive learning environment. Ensures EPA objectives/milestones are promoted and included in teaching components.
3. Regular review of the program to assess the quality of the educational experience and to review the resources available in order to ensure that maximal benefit is being derived from the integration of the components of the program. This review will include the assessment of each clinical teaching unit to be sure that there is an appropriate number of teaching staff and house staff, that there is an adequate number of appropriate patients and professional services, and that it is functioning in accordance with the plan agreed upon. Resources appropriate to education in the specialty should be carefully reviewed to ensure that, for example, ambulatory care, emergency care, intensive care, and radiological, laboratory, operative, and other facilities are utilized with optimal effectiveness. This review should also address issues such as the teaching of bioethics, medicolegal considerations, and office management. The opinions of residents must be among the factors considered in this review.
4. Establishment of mechanisms to provide career planning and counseling for residents and to deal with problems such as those related to psychological stress.
5. Selection of candidates for admission to the program, in accordance with policies determined by the Faculty Postgraduate Medical Education Committee.
6. Assessment of performance of each resident through a well-organized program of assessment. This will include the final evaluation at the end of the program as required by the RCPSC or the CFPC.

7. Completion of the Confirmation of Completion of Training form as required by the RCPSC or the CFPC. This form attests that the resident has attained the necessary skills, knowledge, attitude, and judgment necessary for independent consultant practice.
8. Chair the residency program committee and hold meetings at frequent enough intervals to functionally administer the residency program.
9. Attendance at all meetings of the Faculty PGME Committee.
10. Program directors are expected to participate in internal reviews of other programs in addition to undergoing their own program internal reviews.

The responsibilities of program directors have become progressively more complex. Some factors which have contributed to this include: the shift in accreditation standards as of July 1, 2019, the introduction of Competency Based Medical Education, a welcomed and renewed focus on the emotional and personal needs of residents, and a need to be accountable to many stakeholders such as the Ministry of Health, RCPSC, CFPC, UBC Faculty of Medicine, Health Authorities, College of Physicians and Surgeons of British Columbia.

To undertake these responsibilities the program directors must have sufficient time and support. Furthermore these contributions must be documented and used to support academic promotion. The latter might be assisted by the Faculty or external reviews of programs.

The time required by the program directors and the nature of administrative and secretarial support is dependent upon the number of residents in the program.

## Outline of Activities – Neurology Residency Program

1 <sup>st</sup> Thursday of July	<ul style="list-style-type: none"> <li>- Resident Orientation from 08:30-12:00</li> <li>- Attendance at Thursday 08:00-09:00 teaching rounds whole year</li> </ul>
Mid-July to early September	Program description updates on CaRMS webpage
August	<ul style="list-style-type: none"> <li>Evaluation report on academic half day and clinical teaching</li> <li>Review Gulf State applications and send interview invitations</li> </ul>
Mid-September to January/February	<ul style="list-style-type: none"> <li>Annual meeting with residents (from senior to junior residents)</li> <li>30 minutes for each meeting</li> </ul>
September	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> or 2<sup>nd</sup> Sunday of September, Annual residents, staff and family get-together Party, Arbutus Club</li> <li>- Assignment of oral examination for R3-R5 (Kitty organizes)</li> <li>- Neurosciences Grand Rounds begins from 08:00-10:00</li> <li>- Residency Training Committee Meeting</li> <li>- M&amp;M Rounds</li> <li>- Interview of foreign sponsored applicants</li> <li>- Forefronts in Neurology, Whistler</li> </ul>
October/November	<ul style="list-style-type: none"> <li>- Competency Committee Meeting</li> <li>- Nomination of AAN Resident Scholarship</li> <li>- Chief resident appointment</li> <li>- Residency Training Committee Meeting</li> <li>- Naveen Deshpande Lectureship Committee Meeting</li> <li>- Resident Research Day Organizing Committee Meeting</li> <li>- Organize Hashimoto lecture, Chief Resident organizes but PD oversees</li> <li>- OSCE Exam – R3-R5 include Ped residents, whole day</li> </ul>
December	<ul style="list-style-type: none"> <li>- Assignment of oral examination for R3-R5 (Kitty organizes)</li> <li>- M&amp;M Rounds</li> <li>- File review &amp; shortlist for interview of CaRMS applicants</li> </ul>
January/February	<ul style="list-style-type: none"> <li>- Interview of CaRMS applicants, whole day (Wednesday whole day from 10:15-18:00)</li> </ul>
February	<ul style="list-style-type: none"> <li>- AAN RITE Exam (R3-R5)</li> <li>- Neuroscience Resident Ski Day</li> <li>- Residency Training Committee Meeting</li> <li>- Postgraduate Education Allocation Committee Meeting</li> </ul>
March	<ul style="list-style-type: none"> <li>- M&amp;M Rounds</li> <li>- CaRMS Match Day</li> <li>- Clinical Faculty Payment with Formal Scheduled Teaching</li> <li>- Clinical Faculty Teaching Payment Associated with Patient Care</li> <li>- BC Neuroscience Day (1<sup>st</sup> Wednesday of March)</li> <li>- Royal College on site survey every 8 years; March 2, 2020</li> </ul>
April	<ul style="list-style-type: none"> <li>- Resident rotation schedule for next academic year - Kitty organizes</li> <li>- Half day schedule for next academic year – AHD committee organizes</li> <li>- Competency Committee Meeting</li> <li>- AAN meeting (April/May)</li> </ul>
May	<ul style="list-style-type: none"> <li>- Longitudinal Clinic Examiner Assignment for upcoming R3</li> <li>- Residency Training Committee Meeting</li> <li>- Neuroscience Grand Rounds Committee Meeting</li> <li>- Resident Research Day Scientific Committee Meeting</li> <li>- Release of AAN RITE Exam result</li> <li>- Royal College Exam</li> </ul>
June	<ul style="list-style-type: none"> <li>- Annual Resident Research Day</li> <li>- M&amp;M Rounds</li> <li>- CNSF Meeting</li> <li>- RCPSC Specialty Meeting (at CNSF)</li> </ul>