The Division of Neurology, Department of Medicine at the University of British Columbia (UBC), is seeking applications for the position of Neurology Associate 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 0.15 FTE (3 to 4 days per month) and is expected to be filled by a candidate internal to the faculty.

Within the Department of Medicine, the Associate Residency Program Director reports directly to the Residency Program Director, Division Head and the Associate Head, Education, who in turn report to the Head of the Department of Medicine. The Associate Program Director will assist the Program Director for the development and implementation of the overall educational goals and plans of the Residency Program in accordance with CanRAC Standards of Accreditation.

The Associate Program Director will assist the Program Director in the following:

- He/she will oversee the admissions and selection process for candidates into the program.
- He/she will assist the Program Director to oversee the 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 work with the Program Director to 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 appointment may commence as early as October 15, 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 15, 2020. All correspondence and documentation should be sent by email to:
Yvonne Ng  
Administrative Manager:  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:
- Associate Residency Program Director Job Description
NEUROLOGY ASSOCIATE RESIDENCY PROGRAM DIRECTOR JOB DESCRIPTION

The Associate Residency Program Director reports directly to the Residency Program Director, Division Head and the Associate Head, Education, who in turn report to the Head of the Department of Medicine. The overall Neurology Residency Program is in accordance with the Canadian Residency Accreditation Consortium (CanRAC) Standards of Accreditation.

The roles and responsibility includes:

1. To assist the Program Director for development of a clear curriculum map, including objectives/competencies relating to knowledge, skills, and attitudes based upon the Pathway to Competence.

2. To assist the Program Director in the 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.

3. To assist the Program Director in 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.

4. To participate in the selection of candidates for admission to the program, including foreign sponsored applicants, in accordance with policies determined by the Faculty Postgraduate Medical Education Committee.

5. To work closely with the Program Director in 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.

6. To lead and be responsible for scheduling and organizing Academic Half Day (AHD) within the academic year. Prepare evaluation reports on AHD and clinical teaching.

7. To prepare for OSCE examiners assignments and longitudinal clinic examiner assignments for upcoming Year 3 Residents.

8. To assist the Program Director with program description updates on web pages.

9. Attendance at all events, meetings or committees of the following:
   - Resident Orientation
   - Resident Research Day
- AHD and Teaching rounds on Thursday
- Neuroscience Grand Rounds on Wednesday
- Competency Committee Meeting
- Residency Program Committee Meeting
- CaRMS interviews

10. The Associate Residency Program Director is expected to participate in the internal and external reviews of the Neurology Residency Program.

To undertake these responsibilities the associate program director must have sufficient time and support. Furthermore, these contributions must be documented and used to support academic promotion.

This administrative role as Associate Residency Program Director within Division of Neurology will initially be for a one (1)-year term from October 15, 2020 to October 14, 2021. Renewal is subject to funding and performance evaluation. It will require a time commitment of approximately 3 to 4 days per month. Administrative support will be provided to assist the Associate Program Director as needed.