

**Palliative Medicine Subspecialty, Residency Program Director UBC
Department of Medicine**

Job Description

Position Summary:

The Department of Medicine, Division of Palliative Care, at the University of British Columbia (UBC), is seeking internal applications for the position of Residency Program Director from current UBC Clinical, Partner, and Tenure Stream Faculty Members. At the University of British Columbia, Residency Program Directors are highly valued faculty members that play a crucial role in the training of residents. They must strive to ensure that residents receive the best possible training and education and that the standards of the Royal College of Physicians and Surgeons of Canada and the College of Physicians and Surgeons of British Columbia are met or exceeded. By successfully undertaking their responsibilities in the realms of teaching, educational administration and clinical care, Program Directors can have a significant positive impact not only on the success and quality of the trainees within their program, but also on the educational environment within their entire Division.

Roles and Responsibilities:

The Residency Program Director is expected to undertake the following:

1. Oversee the implementation of the palliative medicine subspecialty educational program for residents including the development and monitoring of the delivery of the formal teaching curriculum for the residents.
2. Ensure that standards are maintained for their program as outlined in the policies of the Royal College of Physicians and Surgeons of Canada. Regular review of the program to assess the quality of the educational experience on each rotation 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. The opinions of residents must be among the factors considered in this review.
3. Encourage and promote novel teaching/learning models within their subspecialty program.
4. Explore and enhance opportunities to further expand the training of residents from a site base to a provincial base mandate.
5. Provide support to preceptors to assist in the timely completion of online evaluations of, and verbal feedback to, residents.
6. Attend/ chair regular Palliative Care Competency Committee meetings and Residency Program Committee meetings with faculty and staff.
7. Provide support to preceptors/supervisors.

8. Assist with residents in difficulty by collaborating with the resident, preceptors and the Competency Committee. Assist in the development of learning plans and/or remediation contracts if deemed necessary.
9. Collaborate with the residents in their program to review the training program, identify problem areas and develop strategies to improve the delivery of the subspecialty. Establishment of mechanisms to provide career planning and counseling for residents and to deal with problems such as those related to psychological stress.
10. Undertake cyclical program evaluation in order to review and implement program-wide updates to training locations, curriculum, faculty development and preceptor assessment in a CQI process.
11. Ensure that residents are properly oriented to the UBC environment and their program including all program policies and expectations.
12. Ensure residents are prepared for clinical duties by attending to College of Physicians and Surgeons of BC educational licensure and prescribing privileges and UBC PGME requirements.
13. Participate in the resident selection process for their area of focus.
14. Support and maintain an innovative and dynamic residency training program.
15. Collaborate with the Program Director of the UBC Enhanced Skills, Palliative Care Residency Program Director to arrange and oversee educational experiences for appropriate postgraduate trainees in Palliative Medicine and align educational objectives and activities and foster a common community of practice.
16. Attends National Postgraduate Palliative Care committee meetings 4 times per year
17. Attends the UBC Postgraduate Residency Programs Committee 4 times per year
18. Encourage and promote activities to promote resident and faculty well-being.

Committee Membership:

- Residency Program Committee (Chair)
- Faculty PGME Committee
- Medical Subspecialty Program Directors Committee
- Competency Committee (Member at Large)

Reporting Relationship:

Within the Department of Medicine, the Residency Program Director reports directly to the Division Head who in turn reports to the Head of the Department. Additionally, the Residency Program Director reports to the Associate Dean, Postgraduate Education for the overall conduct of the Residency Program.

Term of Appointment:

Residency Program Directors will be appointed for a five-year term, which with the approval of the Department Head and Associate Head (Education) may be renewed once for a total of 10 years or 2 consecutive terms. During the 4th year of the Program Directors term, an assessment of their performance will be undertaken in order to provide constructive feedback as well as to ensure they continue to be a good fit for the position.

Compensation:

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 payment amount is to be reviewed annually, and if necessary, adjusted to align with the annual guidelines.

How to Apply:

Please submit a letter of application, a curriculum vitae, a teaching dossier and the names of two references no later than **March 25, 2024** to:

Stephanie Milne, Lead Academic Coordinator, UBC Division of Palliative Care Email:
palliativecare.admin@ubc.ca.