



## Program Director – Critical Care Medicine Training Department of Medicine

The Faculty of Medicine at the University of British Columbia (UBC) is pleased to invite applications for the role of **Program Director Critical Care Medicine Training Program**. This is a **0.20 FTE (1. day per week) position for a five (5) year term** with the possibility of renewal, subject to satisfactory review. The incumbent must have sufficient protected time during the working week to fulfill the requirements of this role. The anticipated start date is January 1, 2025, or upon a date to be mutually agreed.

The Program Director Critical Care is responsible for the management and quality improvement UBC Critical Care Training Program. Working with the Residency Training Program Committee, the incumbent will ensure that the Critical Care Program is of high quality, aligned with the Division of Critical Care Goals and UBC PGME requirements and meets relevant accreditation standards.

The Program Director Critical Care 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.

The ideal candidate will have demonstrated experience and excellence as a medical educator, and experience or training in educational leadership. The successful incumbent must hold be Royal College or CFPC certified (or equivalent) in Critical Care Medicine.

Applicants must have a current UBC academic or clinical faculty appointment or be eligible to hold a UBC appointment.

A detailed job description is available on request for those who wish to review it.

A letter of application, accompanied by a detailed curriculum vitae and names of three references should be directed to:

Dr. Cheryl Holmes  
Clinical Professor and Head, Division of Critical Care, Department of Medicine  
UBC Faculty of Medicine  
c/o May Wong,  
email: [May.Wong@ubc.ca](mailto:May.Wong@ubc.ca)

Subject line: Program Director Critical Care Medicine Training Program.

Review of applications will commence October 23, 2024, and will continue until November 15, 2024 or until the position is filled.

*The expected pay (or pay range) for this position is \$30,000 per annum at 0.2 FTE.*

**UBC** — One of the World's Leading Universities. As one of the world's leading universities, the University of British Columbia creates an exceptional learning environment that fosters global citizenship, advances a civil and sustainable society, and supports outstanding research to serve the people of British Columbia, Canada and the world. Our Vision: To Transform Health for Everyone.

Ranked among the world's top medical schools with the fifth-largest MD enrollment in North America, the **UBC Faculty of Medicine** is a leader in both the science and the practice of medicine. Across British Columbia, more than 12,000 faculty and staff are training the next generation of doctors and health care professionals, making remarkable discoveries, and helping to create the pathways to better health for our communities at home and around the world.

The Faculty — comprised of approximately 2,200 administrative support, technical/research and management and professional staff, as well as approximately 650 full-time academic and over 10,000 clinical faculty members — is composed of 19 academic basic science and/or clinical departments, three schools, and 24 research centres and institutes. Together with its University and Health Authority partners, the Faculty delivers innovative programs and conducts research in the areas of health and life sciences. Faculty, staff and trainees are located at university campuses, clinical academic campuses in hospital settings and other regionally based centres across the province.

*UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person. All qualified candidates are encouraged to apply; however, Canadians and permanent residents of Canada will be given priority.*

## POSITION DESCRIPTION: Program Director, Critical Care Medicine Training UBC Department of Medicine

### Position Summary:

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 Department/Division.

### Appointment Details

This is an administrative role with five (5) year term with the possibility of renewal, subject to satisfactory review. The time commitment 0.20 FTE, equivalent to 1 day per week. The incumbent must have sufficient protected time during the working week to fulfill the requirements of this role. The anticipated start date is January 1, 2025, or upon a date to be mutually agreed.

### Responsibilities

The Residency Program Director is expected to undertake the following:

1. Development of a clear program plan, including objectives relating to knowledge, skills, and attitudes based upon the competencies and educational experiences required by the standards of the specialty as per the Royal College of Physicians and Surgeons of Canada (RCPSC). This includes the selection and scheduling of rotations, academic curriculum, other educational activities and events (e.g., annual retreat), and educational sites
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.
3. Supports the alignment of the PG program with the strategic plans of the Division of Critical Care and the Department of Medicine.
4. Regular review of the program to assess the quality of the educational experience and to review the resources available 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.

5. Promotion of wellbeing of residents including career planning and counseling for residents and to deal with problems such as those related to psychological stress.
6. Selection of candidates for admission to the program, in accordance with policies determined by the Postgraduate Medical Education Committee.
7. 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.
8. Completion of the Confirmation of Completion of Training form as required by the RCPSC. This form attests that the resident has attained the necessary skills, knowledge, attitude, and judgment necessary for independent consultant practice. This includes:
  - a. Ensuring that all necessary information is distributed to faculty involved in residency education, including Goals and Objectives (annual basis).
  - b. Ensuring the Promotions committee of the program meets according to the accreditation standards. Sits ex-officio on the Promotions committee.
  - c. Maintaining an ongoing awareness of resident performance. Concerns must be presented to the resident and the residency program committee in a timely manner. Decisions for promotion, remediation, probation, and dismissal must be made in a fair manner and in accordance with PGME policies.
  - d. Ensuring maintenance of an appeal mechanism, procedural fairness, reasonable decision-making, and appropriate transparency within the program
  - e. Meeting with residents every 6 months to review performance and more frequently if necessary
  - f. Ensuring that the formal academic curriculum largely in the form of an academic half day, simulation center sessions on procedure skills training, clinical scholar program, in-training exams, and workshops are organized, relevant, and continually updated.
9. Supporting the maintenance of the PG program website section of the Division of Critical Care.
10. Chair the Residency Training Committee and hold meetings at frequent enough intervals to functionally administer the residency program. This includes: pre-circulating agendas and attachments, providing minutes following each meeting, and ensuring that recommended actions occur and are reported back to the committee. The membership of the committee should be reviewed regularly to ensure representation from the major educational sites and content areas.
11. Attendance at all meetings of the Faculty PGME Committee.
12. Represents UBC at the national specialty program directors' committee.
13. Financial management of program resources.
14. Program directors are expected to participate in internal reviews of other programs in addition to undergoing their own program internal reviews.

## Reporting Structure

Within the Division of Critical Care, 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. Additionally, the Residency Program Director reports to the Associate Dean, Postgraduate Education for the overall conduct of the Residency Program.

The Department Head or delegate (Division Head) and the Postgraduate Dean will agree upon a fair, transparent, open process to ensure selection of the new Program Director as described in more detail in the UBC Faculty of Medicine PGME Policy "Appointment of New Postgraduate Residency Program Directors".

## Qualifications

Residency Program Directors must be certified by the Royal College of Physicians and Surgeons of Canada in Critical Care and be licensed to practice in the province of British Columbia. In addition, they should ideally have:

- Collaborative communication and interpersonal skills
- Demonstrated skill in teaching
- Leadership ability
- Resident advocacy skills and interests
- Working knowledge of the principles of adult learning and postgraduate medical education
- Held a Faculty position for a minimum of 5 years

Additionally, as a general rule, they should not hold the position of Department Head or Division Head.

## 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.

## Resource Requirements

- In accordance with the recommendations of the PGME Office: adequate protected time, remuneration, and administrative support relative to the size of the program.
- The support of the Division Head/Departmental Chair and Faculty

- Appropriately located and equipped office space in proximity to residents, the Program Administrator, and resident files. Due to the distributed nature of our faculty, for some programs, it may not be possible for both parties to be in the same training site. However there must be adequate means of communication and meeting venues for the program to evolve.

## Termination

The appointment may be terminated by the Department of Medicine with the approval of the Department Head and Associate Head (Education) for:

1. Inadequate or non-performance
2. Breach of any term of the appointment
3. Upon ninety (90) days written notice

The appointment may be terminated by the Residency Program Director upon ninety (90) days written notice.