



Northern Ontario  
School of Medicine  
École de médecine  
du Nord de l'Ontario  
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L'Ontario School of Medicine

## POSTGRADUATE MEDICAL EDUCATION

### PROGRAM DIRECTOR POSITION DESCRIPTION

This position offers the opportunity for an energetic, creative leader to contribute to the achievement of the goals, vision, and unique mission of the Northern Ontario School of Medicine (NOSM) and ultimately to the health of the people of Northern Ontario.

The position calls for the successful candidate to have substantial knowledge of, and exposure to, the issues faced by distributed medical education, to possess significant experience in clinical practice and the academic sector, to be self-motivated and self-directed, and to possess superior interpersonal, facilitation, communication, leadership and problem-solving skills. The successful candidate will act as the main clinical leadership representative for the NOSM Program within both internal and external contexts.

#### REPORTING

The Program Director, reports to the Associate Dean, Postgraduate Medical Education and Health Sciences, for academic and financial matters and for non-academic policy and strategy issues.

#### SUMMARY OF FUNCTIONS

The Program Director, is responsible for the planning, development, promotion, implementation, assessment, and evaluation of the NOSM Residency Program, and for supporting the work of NOSM.

#### Educational Responsibilities:

1. Provide direction for all aspects of the NOSM Residency Program to ensure that it meets or exceeds the accreditation requirements of the Royal College of Physicians and Surgeons of Canada (RCPSC) or The College of Family Physicians of Canada (CFPC):
  - Plan, organize and supervise the NOSM Residency Program.
  - Ensure the program provides opportunities for residents to attain all the competencies necessary to practice in any community in Canada.
  - Ensure the program continues implementation of the Competency-Based Education Model.
  - Ensure the program meets the Standards of Accreditation as determined by the RCPSC or CFPC.
  - Ensure a fair and transparent selection process for medical student candidates applying to the program through CaRMS.
  - Oversee the implementation of an effective resident assessment and promotion process in accordance with NOSM Postgraduate Education policies and in collaboration with the Chair of the Competence Committee.
  - Oversee enhanced learning and remediation programs for residents with academic and professional challenges as necessary.
  - Maintain an appeal mechanism consistent with NOSM Postgraduate Education policies.
  - Ensure appropriate support for residents including safety, career counseling, stress management, and facilitate access to other resources for resident wellbeing as needed.

- Ensure the ongoing review and evaluation of the residency program including educational objectives, research curriculum, academic sessions, and clinical curriculum consistent with the requirements of the RCPSC or CFPC and NOSM.
2. Employ a continuous quality improvement approach to resident placements, other educational experiences, and program development, so that residents are prepared to begin practice in communities in Canada, including northern and rural areas.
  3. Coordinate the recruitment of faculty for teaching and make recommendations for academic appointments in collaboration with the Associate Dean, Postgraduate Medical Education and Health Sciences, and other academic/administrative leaders at NOSM.
  4. Work to enhance faculty support, development, evaluation and feedback to improve the commitment and retention of NOSM faculty. Ensure that teaching sites are provided the opportunity to give input and feedback on educational experiences.
  5. Support and foster faculty evaluation and preceptors' professional development.
  6. Prepare for and participate in internal and external reviews and accreditation of NOSM programs.
  7. Act as a surveyor for internal reviews at NOSM, as requested.

**Administrative Responsibilities:**

1. Supervise all clinical faculty leadership positions responsible for development and delivery of all program curriculum and provide feedback biannually.
2. Chair the Residency Program Committee (RPC).
3. Participate in program committees including; Academic, CBD Implementation, and Competence.
4. Facilitate communication among preceptors, programs and residents through committees and other mechanisms for the purposes of planning, coordinating and overseeing respective components of the program.
5. Participate in required Postgraduate NOSM and RCPSC committees, as identified by the Associate Dean, Postgraduate Medical Education and Health Sciences or designate and provide such reports as may be required from time to time.
6. Represent the NOSM Program at National Program Director and Specialty Committee Meetings i.e. COPE & Royal College.
7. Liaise with people and groups essential to the Residency Program such as other NOSM Program Directors and other Program leadership across Ontario and Canada.
8. Work closely with other Program Directors related to the development of Northern locations for rotations and affiliated faculty.
9. Fulfill other such duties as may be assigned.

## **QUALIFICATIONS**

### **Education and Training:**

- Must hold certification in the specialty discipline with the RCPSC or CFPC.
- A physician licensed in Ontario, who possesses or is eligible for an academic appointment with NOSM
- Preferably three (3) years recent northern practice experience
- Preferably three (3) years recent experience as a preceptor
- Experience in program leadership role an asset

### **KEY COMPETENCIES**

- Substantial knowledge of, and exposure to, the issues faced by northern and rural medical education
- Significant experience in clinical practice and academic sectors
- Self-motivated and directed
- Superior interpersonal, communication, leadership and problem-solving skills
- Resident advocacy skills and interest
- Comprehensive understanding of Competency-Based Education

### **REMUNERATION**

As per the stipendiary faculty remuneration process

### **TIME COMMITMENT**

Two (2.0) days per week

### **TERM**

Three (3.0) years