



Role Description - Program Director, Postgraduate Medical Education in Child & Adolescent Subspecialty Psychiatry

Summary of role:

The Program Director, Postgraduate Medical Education in Child and Adolescent Subspecialty Psychiatry, is responsible for the overall conduct and evaluation of the Child and Adolescent Psychiatry Subspecialty Education Program in the UBC Department of Psychiatry. The Program Director is expected to liaise with the Division Head, Postgraduate Education Program Director, and other educational leaders in the UBC Department of Psychiatry and UBC Faculty of Medicine, to ensure that the training offered is of the highest quality, providing ongoing rich and diverse clinical & educational experience, meets the Royal College standards and objectives of training, and aligns with provincial priorities for child and adolescent psychiatry care.

Reporting Relationship:

The Postgraduate Medical Education Child & Adolescent Subspecialty Program Director is responsible to the Head of the Department, the Associate Head, Postgraduate Education and Continuing Professional Development, and the Associate Dean, Postgraduate Medical Education, for the overall conduct of the Child & Adolescent Subspecialty Residency Program in accordance with the Canadian Residency Accreditation Consortium (CanRAC) Standards of Accreditation.

Responsibilities and Accountabilities

- Be responsible for the overall conduct and evaluation of the Psychiatry Child & Adolescent Subspecialty program.
- Develop and maintain 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 subspecialty as per the Royal College of Physicians and Surgeons of Canada (RCPS).
- Ensure regular review and updating of the overall Goals of Training utilizing the CanMEDs competencies.
- Ensure regular and ongoing review of the program including program structure, objectives, sites, teaching, policies and procedures, teaching environment, and academic teaching.
- Meet regularly with the Department Head and Associate Head, Postgraduate Education and Continuing Professional Development, to review matters related to the Program.
- Meet regularly with the Associate Dean, Postgraduate Medical Education, to update and discuss matters related to the Program.
- Meet regularly with the Senior Educations Program Manager, to discuss the matters related to the training program.
- Liaise and work with the Department Administration office and/or Associate Dean, Postgraduate Medical Education office as necessary on matters related to the Program.
- Work closely with the CAP Research Director, Research Track Associate Program Director, Scholarly Activities Director, site leads, and oversight directors to ensure that the training program offers

rich and diverse clinical experience and supports scholarship.

- Keep abreast of current policies/procedures of the Royal College of Physicians & Surgeons of Canada as related to the subspecialty.
- Develop and coordinate the selections process of the Psychiatry Child & Adolescent Subspecialty Program applicants.
- Ensure there is an effective Competence Committee to carry out performance assessments of each resident.
- Ensure that training sites within the program provide a high quality educational experience, and reflect the diversity of the province through further development of training venues across the province.
- Work with the office of the Associate Dean, Postgraduate Medical Education with respect to Resident Appeals/Discipline.
- Work with Site Directors, visit community sites and meet with faculty to ensure ongoing quality in the educational program.
- Ensure the completion of appropriate forms related to residency training and credentialing requests on past residents.
- Ensure ongoing Program accreditation as deemed by the Royal College of Physicians & Surgeons, through active participation, proactive planning, and maintenance of comprehensive records as required.
- Ensure completion and maintenance of required forms and materials for accreditation in a timely and comprehensive manner.
- Meet with Residents semi-annually for ongoing review of evaluations.
- Ensure a mentorship program for personal and career support; meet with the Chief Residents as required.
- Participate in National Meetings (COPE Meetings - 2 times per year) and engage with national partners as required.
- Chair Department Child & Adolescent Psychiatry Subspecialty meetings
- Attend Residency Training Committee (RTC) meetings and Faculty Residency Committee Meetings (FREC)
- Attend Department meetings and/or Faculty PGME meetings as required
- Attend Department of Psychiatry Education meeting.