



Proposal Process for Programs within the Department of Psychiatry March 2, 2024

Programs within the UBC Department of Psychiatry are organizational units with Department members that share common interest and expertise in a clinical area, in teaching within the undergraduate, postgraduate, graduate, and continuing professional development (CPD) programs, and in research.

Programs can foster professional development and can be used to identify leaders with clinical, educational, and research expertise that may fill needs within the Department. The program structure also allows Department members to have access to the Department Head and executive leadership of the Department, via the Program Head and the Division Head.

Program Criteria

- There is a critical mass of Department members for the Program, e.g., 10 or more members.
- There is substantial activity by Program members in at least two of the following domains: Clinical, Educational, and Research.
- The Program will communicate regularly with members via messages and/or meetings.
- Department members can self-nominate to be a member of a Program, with approval from the Program Head.
- Recognizing their varied roles and interests, Department members can be a member of more than one Program, but they must select one as a primary Program.
- Programs will actively promote diversity of membership, in location (especially in distributed sites), seniority (especially with early career members), equity, and inclusion.

Program Process

- Existing Programs and newly proposed Programs will be required to meet the Program Criteria and submit a Program Proposal.
- Members of a proposed Program can nominate a Program Head for consideration or, with justification, nominate two co-Heads.
- A brief proposal is required from each proposed Program, via the nominated Program Head, to describe the current and future activities that meet the Program Criteria. The proposal will be evaluated by the Department Head in consultation with Division Heads.
- If the Program is approved, a Program Head will be appointed by the Department Head, following consultation with members of the Program and the Division Head.
- Programs will be assigned to a Division by the Department Head, following consultation with the Program Head and the Division Head.
- The Program Head will report to the Division Head.
- The Program Head will meet regularly with the Division Head.
- The Program Head will prepare a brief annual report of Program activities (clinical, educational, research), to be submitted to the Division Head.
- The Division Head will evaluate the performance of the Program Head per the Role Description, formally every two years, and informally when required.
- The Division Head will advise the Department Head on the performance evaluation every two years, and informally when required.



Role Description – Program Head, UBC Department of Psychiatry

Summary of Role:

The Program Head is responsible for providing leadership in their designated program in the UBC Department of Psychiatry. The Program Head is expected to liaise with their Division Head, other educational leaders in the UBC Department of Psychiatry, and leaders at Hospital sites and other partner units internal and external to UBC in meeting the goals of the Program and Department.

Reporting Relationship:

The Program Head will report to the Division Head, UBC Department of Psychiatry. The Program Head and Division Head will meet on a formal basis regularly to discuss relevant issues and on an ad hoc basis when need arises. The Division Head will formally evaluate the Program Head, regarding the responsibilities and accountabilities, every two years, and informally as needed.

Responsibilities and Accountabilities:

General:

- Provides leadership to Program members; develops and promotes the activities of the Program in clinical, educational, and research domains.
- Develops academic goals, objectives and long-range plans, in collaboration with the Division Head, to meet the strategic goals and mission of the Program, Division, the UBC Department of Psychiatry and the UBC Faculty of Medicine.
- Develops and implements action plans to meet the established goals and objectives, and implements appropriate plans to monitor the results.
- Works in collaboration with the Education leads for the Undergraduate and Postgraduate (Residency Training) programs and the Director of Continuing Professional Development (CPD) to support educational needs of learners.
- Creates and fosters a welcoming environment that is conducive to optimal education, research, and clinical care, where mutual respect, integrity, diversity, and inclusion are valued and central to all encounters, and where an expectation of the highest level of professionalism in all interactions with patients, peers, supervisors, staff, and other disciplines is promoted.
- Ensures Program members comply with Department, Faculty and University policies and procedures.

Administrative Responsibilities:

- Participates in Departmental Committee(s), ensures relevant issues are brought to the Committee(s) for discussion and that Committee information is shared with Program members; participates in other initiatives within the Department.
- With the Division Head, determines the appropriate complement of faculty required to enable the Program to meet its academic mandate, including identifying and developing individuals with potential to serve in future academic leadership roles.
- Ensures effective communication and dissemination of information between the Program and the Division and the Department.
- Identifies and provides support to the professional and academic development of Program members, and supports the recruitment and development of faculty members, particularly junior faculty and new recruits, to enhance the likelihood of attaining reappointment and promotion.
- Supports and mentors faculty members in the Program on the reappointment and promotion process.



Application for Programs in the UBC Department of Psychiatry

Submit this form to Ms. Terena Zhao at psychiatry.divisions@ubc.ca.

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- Members of a proposed Program may nominate a Program Head, but the Program Head will be appointed by the Department Head, in consultation with members of the Program and the Division Head.

Name of Proposed Program:

Name of nominated Program Head:

Proposed Division(s) *Please rank if more than one choice:

Adult Psychiatry and Mental Health Services | Rank:

Child and Adolescent Psychiatry | Rank:

Forensic Psychiatry | Rank:

Geriatric Psychiatry | Rank:

Neuroscience and Translational Psychiatry | Rank:

Substance Use and Concurrent Disorders | Rank:

Initial 10 members of proposed Program:

Name	Location
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Give a brief description of current and future activities of the proposed Program:
(300 word limit for each section)

Clinical:

Educational:

Research:

Give a brief description of planned communication activities of the proposed Program (e.g., meetings, rounds, email communications, etc.):
(200 word limit)