POSITION DESCRIPTION

TITLE
Associate Director, Rural Residency Stream
AND
Unit Director, Parkland Residency Training Unit (PRTU)

REPORTS TO Director, Postgraduate Education (for educational issues)

QUALIFICATIONS
Required:
- Certificant of the College of Family Physicians (CCFP)
- holds a full licence from The College of Physicians and Surgeons of Manitoba
- current faculty appointment in the Department of Family Medicine
- residence and clinical practice within the Parkland Regional Health Authority
- experience in rural practice, with excellent clinical skills
- teaching experience in undergraduate or postgraduate Family Medicine
- interpersonal skills appropriate to dealing with individuals from a variety of backgrounds

Preferred:
- supervisory/management experience

BRIEF DESCRIPTION OF POSITION
The Associate Director, Rural Residency Stream has overall responsibility for the development and implementation of the resident training program in the Rural Stream. This individual works closely with the Director, Postgraduate Education to ensure the stream meets the requirements and standards of The College of Family Physicians of Canada and that it is conducted consistent with the mission and policies of the Faculty of Medicine, University of Manitoba and the Department of Family Medicine and its Postgraduate Education Committee.

In addition, the incumbent will fulfill the role of Unit Director for the PRTU, ensuring the unit is operated as an appropriate, effective, and efficient setting for resident teaching. The incumbent is responsible for ensuring clinic activities are consistent with the aims and missions of the department and university, as well as the hospital, clinic, and regional health authority the PRTU is affiliated with.

DUTIES AND RESPONSIBILITIES
In addition to the duties and responsibilities related to general teaching, the incumbent is responsible for:

1) Administrative
   a) Human Resources
• participates in selection and hiring of physician and non-physician faculty for PRTU

b) Financial Resources
• oversees use of special accounts
• in conjunction with Administrative Director, is responsible for fiscal matters pertaining to the portion of the budget allocated from the Department of Family Medicine

c) Clinic
• develops and implements educational programming for residents assigned to the PRTU
• ensures adherence to educational policies and procedures of the department and its Postgraduate Education Committee
• develops, maintains, and monitors overall standards of care including customer service relations (i.e., complaints and compliments)
• in conjunction with Administrative Director, identifies new and replacement equipment needed to improve or maintain functioning of unit
• ensures relevant policies and procedures exist to direct and monitor the clinical activities at the PRTU
• works with appropriate regional health authority and the Department of Family Medicine to allocate and use available space, identifies space needs, and negotiates with appropriate authorities for same
• ensures that evaluation of residents occurs through:
  o regular formative feedback by the residents’ preceptors
  o twice yearly meeting with individual residents to discuss progress toward objectives and other significant issues
  o appropriate documentation in each resident’s evaluation folder as per department policy
• acts as liaison between the department and community faculty physicians, regional health authority, and other groups with respect to education issues within the PRTU

d) Residency Stream
• develops and implements educational activities and curriculum for the Rural Residency Stream
• identifies opportunities for improvements and enhancements in the curriculum and activities and presents these to the Postgraduate Education Committee
• ensures framework for educational assessment and evaluation of residents is in place and facilitates the development and review of tools for this process
• develops process for obtaining resident feedback on educational programming, rotations, and faculty to ensure quality improvement of Rural Residency Stream
2) Educational
   a) Students/Learners/Trainees
      • provides information on the program to potential students, both locally and nationally
      • participates in the selection process for students applying to the program, including the solicitation of applications, coordination and conducting of interviews, and evaluation of applicants
      • ensures all residents assigned to the unit receive an orientation including clarification of each resident’s personal learning objectives, an overview of the PRTU’s learning objectives and expectations, evaluation processes, and procedures
      • guides and assists residents in the identification of personal learning objectives
      • assigns each resident to a preceptor and delegates educational supervision to the preceptor
      • ensures each resident has a rotation schedule for the academic year
      • ensures preceptor-resident meetings are held
      • ensures attendance of PRTU residents for each rotation is at an appropriate level
      • meets with residents as a group halfway through Family Medicine Block Time rotation to assess strengths and weaknesses of the rotation
      • meets with residents individually to discuss progress and career plans and to help tailor the educational program so that it is consistent with personal learning objectives and program educational objectives
      • liaises with the Director, Postgraduate Education, other unit and education directors, and the Department Head to support and improve the educational activities and experiences of residents assigned to PRTU
      • reviews all RORPs (review of resident progress)
   b) Faculty
      • overall responsibility for recruitment and orientation of faculty in the unit
      • in conjunction with Education Assistant, ensures faculty appointments in the Department of Family Medicine for PRTU faculty are initiated and/or renewed as required
      • advocates for faculty including needs for faculty development
      • responsible for evaluating content and quality of teaching and making improvements in same

3) University/Department/Unit/Hospital
   • Department
      o member of Executive Management Committee
      o member of Fiscal and Human Resources Committee
      o member of Postgraduate Education Committee
   • PRTU
4) Supervisory
Supervises:
- PRTU faculty and community preceptors
- non-physician, non-nursing professionals in the unit (i.e., educational assistant, secretary, dietitian, social worker)
Duties:
- provides input into the performance evaluations of unit staff

5) Scholarly Activity
- develops a supportive milieu for Rural Stream faculty and residents to pursue research activities consistent with their level of expertise
- responsible for ensuring the development of a framework and mechanism for evaluating the effectiveness of the Rural Residency Stream
- ensures residents meet the department’s requirement for scholarly activity and provides forums for this to occur
- may assist residents in the development and presentation of research topics
- promotes involvement by physician and non-physician clinic staff in scholarly activities, including research
- in accordance with guidelines and policies of the University of Manitoba and the appropriate regional health authorities, facilitates the conduct of research and other scholarly activities in the unit

6) Time Commitment
- time allocated to fulfilling the duties related to this position is approximately 0.4 EFT (two days per week)

LINKAGES/INTERACTIONS
Department
- Head, Department of Family Medicine
- Director, Postgraduate Education
- Director, Undergraduate Education

Faculty of Medicine
- Associate Dean, Undergraduate Medical Education
- Physician Assistant Training Program

The Department of National Defence
- Physician Assistant Training Program

Parkland Regional Health Authority

Brandon Regional Health Authority
rural clinical teaching sites

The College of Family Physicians of Canada
  • Section of Teachers
  • Rural Educators

Society of Rural Physicians of Canada