

# So you are the Program Director

## Pearls and Pitfall

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# Things to Consider

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- Must Know
- Should Know
- Helpful to know



# Must Know

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- Job Description and Expectations
  - Royal College/College of Family Physicians of Canada
  - PGME
  - Division /Department



**TERMS OF REFERENCE AND MEMBERSHIP  
INTERNAL MEDICINE RESIDENCY PROGRAM COMMITTEE  
DEPARTMENT OF MEDICINE - UNIVERSITY OF TORONTO**

**Mandate:**

The Internal Medicine Residency Program Committee assists the Program Director in the planning, organization and supervision of the University of Toronto Core Internal Medicine Residency Program.

**Committee Composition:**

- Internal Medicine Program Director (Chair)
- Division Director-General Internal Medicine or designate
- Site Directors from each hospital site
  - Toronto General Hospital, Toronto Western Hospital, Mt Sinai Hospital
  - St. Michael's Hospital, Sunnybrook Health Sciences Centre, Women's College Hospital,
- Faculty Lead - PGY 4 year
  
- Faculty Lead, Ambulatory Working Group
- Faculty Lead, Education Planning Committee for the Academic Half Day
- Faculty Lead, Remediation
- Faculty Lead, Wellness
- Director, Educational Scholarship
- Director, Office of Education Development
- Clerkship (Undergraduate Medicine) Representative
- Community Faculty Representative(s)
- Research Coordinator
- Chief Medical Residents from each hospital site (appointed)
- Resident Representatives
  - CMG: two from each of the PGY level (elected)
  - Internationally Funded Resident Representative (one) (elected)
  - International Medical Resident Representative (one or two) (elected)
- Ex Officio Members – Chair, Department of Medicine  
Vice Chair, Education, Department of Medicine



# My Definition of PD

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- Educator
- Administrator
- Advocate
  - works both ways ➤ residents and faculty
- Mentor/Coach
- Evaluator
- Visionary



PD = MRP



# Must Know

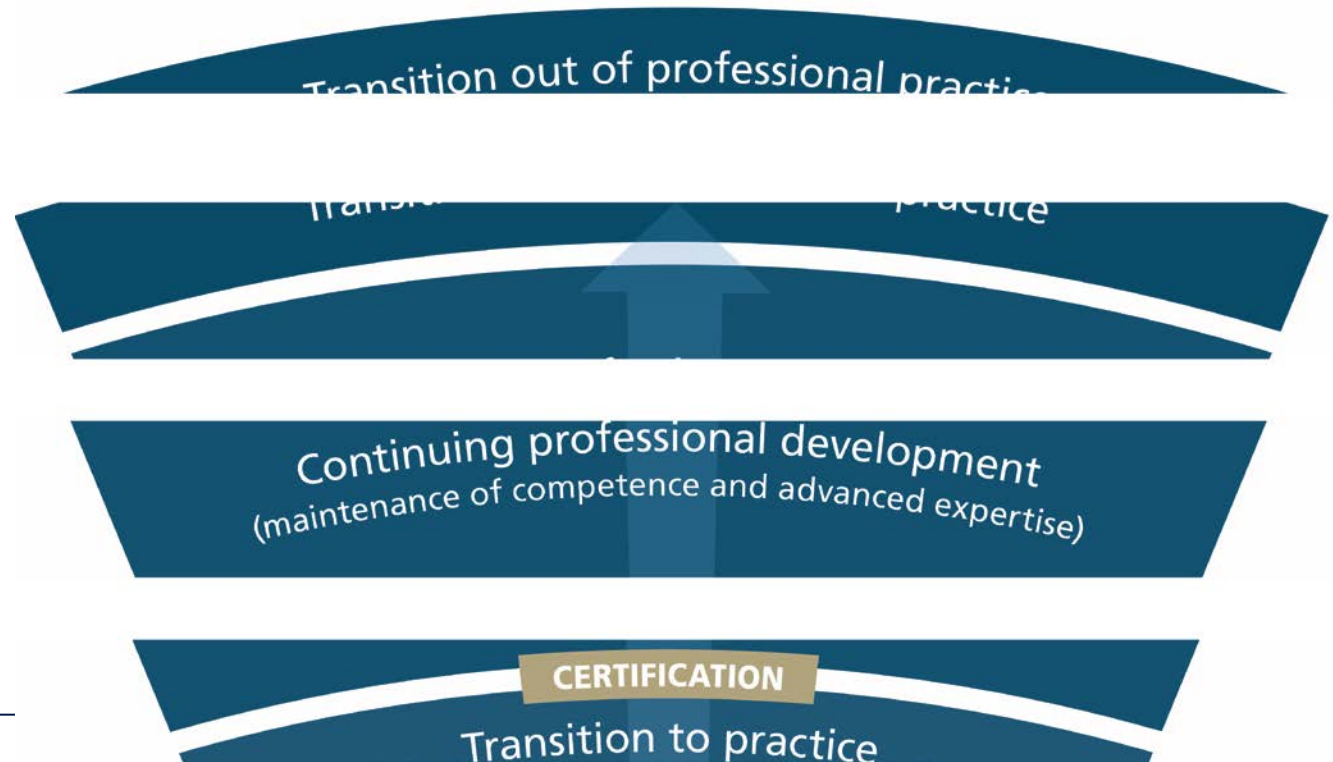
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- Royal College/CFPC Documents
  - Specialty Training Requirements
  - Objectives of Training
  - Specific Standards of Accreditation
  
- Specialty Committee





ROYAL COLLEGE  
OF PHYSICIANS AND SURGEONS OF CANADA  
COLLÈGE ROYAL  
DES MÉDECINS ET CHIRURGIENS DU CANADA



Medicine  
UNIVERSITY OF TORONTO



# Must Know

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- Program Strengths
- Weaknesses, Vulnerabilities,
- Black Holes
  
- Multiple stakeholders
  - Residents, Faculty, Departmental Chairs
  - Hospitals



# Must Know

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- Collaborators and Networks
  - Friends and Allies within and beyond your RPC
    - Site specific
    - Champions for specific tasks
      - Remediation, Academic Half Day, Assessment, Wellness
  - Delegate.... You can't do it all by yourself
  - Share.....Don't reinvent the wheel



# Should Know

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- Time allocation
    - Per week
    - Annual Calendar
    - “busy seasons”
      - Critical to time clinical work around these
  - Full Disclosure to family and colleagues
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# Tough Issues

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- 24/7 needs of residents and “the Program”
- Expect the unexpected
- Documentation is key
  - CaRMS/Resident Selection
  - Internal and External Reviews
  - Residents in Difficulty
- Communication is key



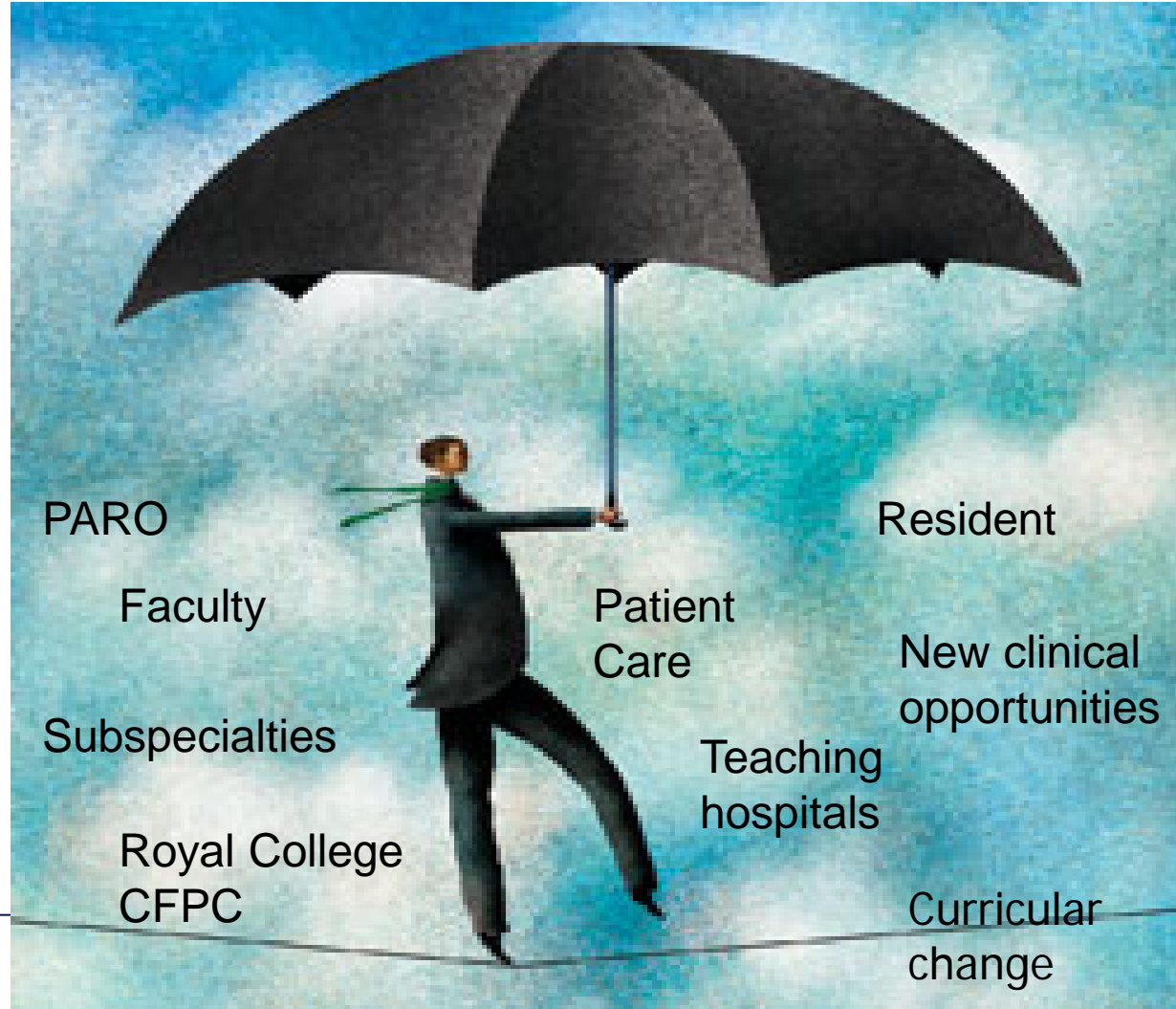
# Toughest Issues

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- Balance between “Service and Education”
  - Patient and hospital needs
  - Faculty needs (pt care and academic)
  - Resident need (education, academic and personal)
  
- Ensuring fairness and consistency
  - Across hospitals, rotations and  
trainees



# Role of the Program Director



Education  
Mandate

Hospital  
Mandate



# Resources

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- Your predecessor
- PGME office
- Fellow PDs
- RCPSC or CFPC
  - Accreditation, Specialty Committee,
- PARO
- CaRMS
- National Specialty Societies



# Being a PD has been.....

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# Welcome to the Club

