



THE UNIVERSITY OF BRITISH COLUMBIA

## Department of Obstetrics & Gynaecology

Faculty of Medicine

### Job Description

#### Associate Program Director

#### UBC Obstetrics and Gynecology Residency Program

##### Overview

The Associate Program Director for Residency Program in the Department of Obstetrics and Gynecology is responsible for supporting the postgraduate education in the department. The Associate Program Director will work closely and shares responsibilities with the Program Director, at various hospital medical education offices, the PGME office, and the Lead Residents to ensure the department has a high quality and efficient accredited residency program. The Associate Program Director will report to the Associate Head, Education and will work collaboratively with the Program Director of the Residency Program and the UBC Obstetrics and Gynecology Department Head.

##### Key Responsibilities

1. Support the development and operation of the program such that it meets the general standards of accreditation, and the specific standards of accreditation of programs in the specialty or subspecialty as set forth by the accrediting colleges; in the absence of the Program Director, the APD will Chair the residency program committee.
2. Function as chair of the Research Advisory Committee, including revision of terms of reference, coordination of research curriculum, supervision of journal club outcomes. They will collaborate with the Associate Co-Heads, Research
3. Collaborating with the Program Director to ensure ongoing implementation of Competency by Design.
  - This will include annual review of rotation specific objectives to ensure they are enabling completion of EPAs, collaborating and supporting rotation supervisors
  - Development of resident specific resources and tools to increase knowledge of the specific EPAs relevant to each rotation and a mechanism to coach the residents to stay on track with these EPAs especially during CORE
4. Support the management of the program through planning of the academic half day curriculum
5. Work collaboratively with the Associate Head, Education and the Residency Program Director to develop expansion of the program.
6. The Associate Program Director is expected as required to participate in meetings at the University of British Columbia in the appropriate committees including but not limited to:
  - Residency Program Committee
  - Competency Committee

This is a 0.2 FTE position supported by a stipend.

Administrative support consists of secretarial support from the existing administrative structure within and shared office space with the Program Director.

### **Term of Appointment**

The term of office will be for three years, with the possibility of renewal upon agreement of the Program Director and Department Head. The incumbent will demonstrate enthusiasm for medical education and possess high-level leadership, collaborative, organizational, and administrative skills.

### **RELATIONSHIPS**

#### **Reporting**

Direct report to the Department Head through the Associate Head, Education with close collaboration with the Program Director, Residency

#### **Functional relationship within the Department**

Associate Co-Heads Research  
OBGYN Division Heads  
Program Directors  
Clinical Faculty

#### **Department Committee Membership**

Department's Executive Committee  
Residency Program Committee  
Competency Committee

### **QUALIFICATIONS AND REQUIREMENTS**

The successful candidate will be a committed educator who is an experienced leader who has diplomacy, vision, intellectual curiosity, and skills in collaboration and conflict resolution. Your expertise will strengthen the culture of innovation and best practice in the Residency Program, in an environment focused on academic excellence. Working collaboratively with an interdisciplinary team, you will contribute to the leadership of the Department.

You have a track record of academic excellence in either education and can mentor and develop the division academic productivity.

You have proven leadership ability, with proven communications and interpersonal skills. You are capable of leading staff, problem solving, achieving results, and developing collaborations. You have proven experience in building positive partnerships with strategic partners.

A strong communicator and facilitator, you possess excellent mentoring abilities and have an enthusiasm for teaching. You lead by example by providing support to the Residency Program and developing strong working relationships through interprofessional collaboration.

This job description is intended as a guide to the range of duties for this senior role.

The role description will be reviewed after 12 months. Term of the appointment is up to a maximum of 3 years renewable for a 3 year term subject review of the role and candidate's performance.