



## **McMaster Otolaryngology-Head and Neck Surgery Clinical Teaching Unit Director Job Description (expectations)**

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### **Overview of the Clinical Teaching Unit:**

The Clinical Teaching Unit (CTU) employs a model of care that considers patient, learner and faculty needs. Patients are seen by multidisciplinary clinical/surgical teams that include staff physicians, resident physicians, students, nurses, respiratory therapists, audiologists, speech language therapists, and others. The patients benefit from being seen by a clinical/surgical team. Medical students, surgical clerks and residents benefit from a clinical/surgical teaching environment designed for learning and research. The CTU director's responsibility is to ensure the overall quality of their inpatient unit with respect to patient care, safety and medical education.

The CTU is part of the foundation of the residency program curriculum and thus is vigorously evaluated to ensure it is functioning well and meeting the educational objectives/competencies for all residents including those programs from outside Otolaryngology-Head and Neck Surgery.

The Otolaryngology-Head and Neck Surgery CTUs from both academic sites, Hamilton Health Sciences and St. Joseph's Healthcare, are considered as an expanded CTU concept. Both CTUs comprise ambulatory patient care clinics, surgical wards, operative suites, consultations to emergency departments, intensive care units and subspecialty clinics.

A CTU Director is accountable to the Head of Service of their respective academic site for all matters of patient care and safety and to the Program Director for all of residents' educational inquiries.

### **Specific Requirements of the CTU Director:**

#### **1. Orientation:**

The CTU Director meets with residents at the start of the rotation to ensure proper orientation.

- Review the individual resident expectations taking into account their base program
- Review all goals, objectives and competencies of the current rotation
- Review all Entrustable Professional Activities (EPA) and their assessment forms
- Provide guidance to the resident on when best to complete the EPA assessment forms
- Review the expectations of resident duties
- Review the evaluation process
- Ensure the residents are oriented to the CTU hospital sites in which they are working

#### **2. Education:**

- Organize and supervise the academic program within CTU
- Ensure that all learners are receiving adequate teaching and exposure to fulfill their

academic needs

- Foster and guide the development of research activities in collaboration with staff physicians within the CTU

3. Assessments:

- Ensure that resident/student evaluations are up to date and done in timely fashion
  - CTU Director must complete a written mid-unit in training evaluation report (ITER) for rotations that are longer than 3 blocks
  - End of rotation ITER may be completed by CTU Director or assigned staff physician(s)
  - Participate in completing EPAs and assist Competence by Design residents on getting EPAs observations completed by reminding learners/observers
  - Participate in program based assessments (written and oral examinations)

4. Provide conflict management consultations

- Deal with resident/resident or staff/resident conflicts in addition to any assistance required by the Program Director and/or the Division Chair

5. Leadership:

- Encourage patient care quality control activities, and follow up on quality control problems that may be identified
- In conjunction with the Chief Resident assign residents and students to staff supervisors in accordance to their educational needs (weekly schedule)
- Monitor in conjunction with the Chief resident the call schedule issued for the site
- Verify that calls are equally distributed amongst all residents and balanced over the course of the year
- Respond to vacation, off call, professional leave requested by residents timely (approval or rejection)
- Maintain contact with staff supervisors regarding residents progress and functioning of the CTU

6. Well-being of residents:

- Ensure residents are taking post-call when applicable
- Ensure resident safety as per the program policy
- Provide residents with available support systems or refer to their Program Director

7. Administration:

- Participate in Carms program
- Participate in Residency Program Committee (RPC) as a voting member
- Provide feedback to the RPC regarding the functioning of the CTU
- Review rotation evaluations and must provide an annual written report to the RPC
- Implement changes on CTU as per the RPC instructions

8. Faculty holding the position of CTU Director are eligible to receive merit points

9. Some Resources for the CTU Director

- The Divisional Chair
- The Program Director
- The Program Administrator ext. 73964
- The Otolaryngology-Head and Neck Surgery website
- The Department of Surgery website