

POSTGRADUATE PROGRAM DIRECTOR TERMS OF REFERENCE

The Postgraduate Program Director is responsible to both the Department Chair/Associate Chair Education and to the Assistant Dean of Postgraduate Education for the planning, implementation and quality of the postgraduate residency training program and for the co-ordination of corporate policies and educational programs with respect to the university, university departments, hospitals, and the qualifying bodies (Ontario College of Physicians and Surgeons).

The Associate Chair Education is a full member of the FHS Postgraduate Education Committee and represents all surgical residency programs based at McMaster University. It is the responsibility of the Program Director to be accountable to and to be represented by the Associate Chair Education.

The Postgraduate Program Director chairs the Residency Program Committee whose function is to advise and assist the Postgraduate Program Director in the planning, organization and supervision of the residency program.

Responsibilities of the Postgraduate Program Director:

1. As Chair of the Residency Program Committee, the Postgraduate Program Director is responsible for that Committee's ability to meet the mandate as outlined by the McMaster University, Faculty of Health Sciences Postgraduate Program. These include the following responsibilities:
 - a) The development of a clear program plan including objectives relating to knowledge, skills, and attitudes and based upon the objectives of training and specialty training requirements in the discipline as published by the Royal College of Physicians and Surgeons of Canada. The plan should also indicate the methods by which the objectives are to be achieved and the role played by each rotation and by each participating institution.
 - b) The conduct of the program including the rotation of residents to ensure that each resident is advancing and gaining in experience and responsibility in accordance with the educational plan.
 - c) The selection of residents for admission to the program. The program must meet the minimum requirements established by the Faculty Postgraduate Education Committee. The Residency Program Committee may, however, develop their own criteria which exceed the minimum requirements.

d) The establishment of mechanisms to provide career planning and counseling for residents and to deal with problems such as those related to psychological stress.

e) The assessment of each resident's performance through a well-organized program of in-training evaluation. This will include the final evaluation at the end of the program as required by the Royal College of Physicians and Surgeons of Canada.

f) The establishment of a means of evaluating the performance of each teacher and/or supervisor.

g) The maintenance of an appeal mechanism in accordance with policies determined by the Faculty Postgraduate Education Committee.

h) Conducting an annual review of the program to assess the quality of the educational experience and to review the resources available in order to ensure that maximal benefit is being derived from the integration of the components of the program. This review must include:

- An assessment of each component of the program to ensure that the educational objectives are being met;

- An assessment of resource allocation to ensure that resources and facilities are being utilized with optimal effectiveness; and

- An assessment of teaching in the program, including teaching in areas such as biomedical ethics, medico legal considerations, and administrative and management issues.

2. Additional responsibilities include:

- a) Preparation of residents for the Certification Examination of the Royal College of Physicians and Surgeons of Canada.

- b) Facilitation of the educational skills of teachers in the residency program.

- c) Responsibility for postgraduate training and assessment of other streams of postgraduate learners including IMGs and APIMGs.

- d) Participation in appropriate Departmental, Faculty and other committees, as requested by the Associate Chair Education, Department Chair, the Assistant Dean of Postgraduate Education, or the Dean of the Faculty of Health Sciences.

Term: Five years (renewable once for three more years)