IV. Program Director’s Job Description and Responsibility

A. Educational Goals

The Program Director is responsible for preparing a document that outlines our program educational goals and specific knowledge, skills, and other attitudes expected of the residents at each level of training and for each major program assignment.

B. Educational Policies

The Program Director is responsible for developing and implementing program policies that are compatible with accreditation and institutional requirements and policies. Included are policies pertaining to duty hours and the criteria for selection, evaluation and promotion, and dismissal of residents. These educational policies are to be supported by the Chairman, but the responsibility and authority of the Program Director shall not be undermined or superseded by any other plan, policy or agenda. In other words, the educational policies supersede all other policies within the department as this is our primary and most important activity.

C. Selection of Residents

The Program Director, in conjunction with the faculty is responsible for recruiting and selecting residents for appointment to the program in accordance with institutional and department policies and procedures. The Program Director will review all resident applicant applications and select those appropriate for interview. He may do this alone or with the support of members he chooses within the department, including chief residents. The selection process and interview process will be conducted in an appropriate time frame to allow residents and the department to complete the process and fill out the appropriate match materials. The interview process will be spread throughout the full-time faculty and any other interested clinical faculty as much as possible. At the completion of the interview days, a faculty meeting will be called to review and rank resident applicants.

D. Teaching Staff and Other Program Personnel

The Program Director is responsible for supervision and evaluation of faculty and staff members at our primary teaching institution as well as additional institutions that may participate in the residency program. In this endeavor, the program director is supported by the chairman, but retains the ultimate responsibility and authority to ensure appropriate education both professionally and academically of our resident house staff.
E. Supervision of Residents

The Program Director is to ensure that all residents are appropriately supervised and supported in the carrying out of their patient care responsibilities according to institutional and program policies and procedures. This includes, but is not limited to, regular meetings with individual faculty and individual divisions responsible for resident education, regular meetings individually and as a group with the resident house staff, organizing and overseeing the educational retreat for the full-time faculty.

F. Resident Evaluation

Program Director is responsible for regular and formal evaluations of the residents, of each resident’s knowledge, skills, and overall performance. This is done with the participation of the teaching staff. The Program Director is responsible for determining appropriate interventions and modifications of resident training and experience, again with the help and participation of the teaching staff. There will be at least two formal resident evaluation faculty meetings per year. These meetings will occur so that if interventions in individual residents’ process should need to occur that intervention can be possible before the end of each academic year so as not to impact unfairly the resident’s ability to be promoted.

G. Discipline

The Program Director is responsible for implementing fair procedures as established by our institution and department regarding academic discipline and resident compliance or grievances. The Program Director has sole authority and responsibility for overseeing difficulty and/or disagreements between residents and/or between residents and faculty. He may enlist the aid of the Chairman when necessary.

H. Resident Well-Being

The Program Director is responsible for monitoring resident stress, including mental and emotional conditions that inhibit performance or learning, and dysfunction, and intervening appropriately. The Program Director should have knowledge in recognizing signs of impairment and sleep deprivation and should regularly educate staff and residents on these issues. The Program Director is to be well-versed in Equal Employment Opportunity Commission guidelines, sexual harassment policies and laws and is to regularly relay rights and appropriate process to the residents for their knowledge.
I. Provision of Accurate Information

The Program Director is responsible for gathering and reporting complete and accurate information as requested by the accrediting, licensure, certification and funding agencies. The Program Director is responsible for providing regular reports of progress to the resident as well as to the teaching staff. These progress reports are to be maintained and available at a minimum of a monthly basis.

J. Accreditation

The Program Director is responsible for assuring compliance with institutional and accrediting agency requirements and appropriate notification of major programmatic changes and obtaining approval prior to their implementation.

K. Administration

The Program Director is responsible for general administration of the program including, but not confined to, all those activities listed above.