**RESIDENCY TRAINING PROGRAM ADMINISTRATOR GENERIC JOB DESCRIPTION**

**Position Summary**

The Program Administrator (PA) is responsible for supporting the Program’s Director (PD), faculty and residents or clinical fellows, and working with regulatory, educational and accreditation bodies as required. In most cases, the PA reports to the PD or to the Department Manager.

The PA is responsible for administering the program in accordance with Western University’s mandate and within the requirements of the Professional Association of Residents of Ontario (PARO) contract, the accrediting College (Royal College of Physicians & Surgeons of Canada (RCPSC) or College of Family Physicians of Canada (CFPC)), licensing College (College of Physicians & Surgeons of Ontario (CPSO)), and Postgraduate Medical Education (PGME) Office. There is critical communication with other Western University training programs and other offices throughout Canada.

**Key Responsibilities**

Scheduling

• In consultation with the PD and in collaboration with program faculty, other programs and training sites, prepare a master schedule of core and elective rotations for all residents in the program.

• Accommodate within the master schedule requests for core and elective rotations for residents from other programs or universities.

• Enter the initial rotations into one45 and update as changes are made to the initial schedule.

• In collaboration with site coordinators, oversee scheduling of vacations and other short-term leaves from residency.

Resident Registration and Orientation (Academic year begins July 1)

• Appoint new and reappoint returning residents.

• Register residents from other programs or universities for electives.

• Arrange for needed appointments and re-appointments.

• Ensure that credentials are up to date for all returning trainees and update profiles for each resident with new contact information.

• Organize resident welcome and orientation activities.

• Ensure appointments for international trainees are submitted within work visa and Pre-Entry Assessment Program timelines

Support for Residents and PDs throughout the Academic Year

• Schedule and coordinate, in consultation with the PD and program faculty, other educational and related activities (e.g., research days, academic half days, resident wellness activities, retreats). The PA’s involvement in academic half-days may include logistics (e.g., finding and booking rooms, setting up virtual connection details, arranging for electronic equipment), identifying speakers and topics (in consultation with the PD), and may also include analyzing and reporting on feedback.

• Work with the PD in managing remediation activities.

• Manage, in consultation with the PD, changes to the initial rotation schedule (e.g., leave requests, respond to faculty or site requests).

• Assist residents with issues related to their training as they arise.

• Liaise with hospital sites regarding any issues related to resident training.

• Liaise with stakeholder organizations (e.g., PGME, hospital Medical Education office, CPSO, PARO, RCPSC/CFPC).

• Ensure residents submit their summative reports to the PD.

• Coordinate the process to select the following year’s chief residents.

• Document and maintain policies and procedures for the department.

Support for Evaluation and Examination

• Schedule exams, which may include recruiting and booking examiners, and locating and booking rooms for the exams.

• Support Competence Committees, learners and faculty, with Elentra support (e.g., verifying login issues, sending reminders, triggering assessments as required, dashboard updates for CCs, etc.)

• Work with program faculty to ensure evaluations are completed on time and submitted to PGME as appropriate.

Manage Financial Disbursements for Residents

• Accept and submit call stipend claims for residents (if applicable).

• Prepare reimbursements for qualifying expenses (e.g., conferences).

• Provide assistance to residents as needed to complete the forms and ensure reimbursements are received in a timely fashion.

Data and Information Management

• Ensure all resident rotations are entered accurately into online system (e.g., one45, Elentra)

• Update faculty and coordinator list in one45 and Elentra periodically.

• Provide reports from one45 and Elentra as required

• Liaise with PGME regarding reconciliations for reporting of medical trainee days (MTDs).

• Be familiar with relevant components of the PARO-OTH collective agreement regarding leave, call

* Confidentiality is essential.

Information Technology

• Manage electronic files.

• Manage the program’s web portal for residents.

• Monitor Schulich Administrative System (SAS) for module completions regarding registration process.

Canadian Resident Matching Service (CaRMS)

• Prepare and update program descriptions for CaRMS with detail on current program contacts, selection criteria and process, curriculum and training sites

• Gain familiarity with CaRMS on-line portal and co-ordinate with file reviewers and PGME office as necessary.

• Receive and screen applications for residencies.

• Schedule interviews, coordinating with applicants and with PAs and PDs in other programs at Western University and in other universities.

• Communicate throughout the process with the applicants.

Accreditation

* Prepares documents for and organizes the internal and external reviews.
* Coordinates annual revisions of the Residency Training Program Documents.

Committees

* Assists with Residency Training Committee and Competence Committee meetings, agendas, minutes, room booking, and communications
* May attend and take minutes at Residency Training Committee meetings and subcommittee meetings.

Professional Development

* Attendance at relevant conferences, retreats, etc. to update knowledge on residency issues.

Local Liaisons

* Program Director
* Subspecialty Program Directors
* Other PGME Administrators
* UME Administrators
* Faculty, Community Preceptors
* Residents
* PGME Office
* Medical Affairs Office

External Liaisons

* Royal College of Physicians & Surgeons of Canada
* College of Family Physicians of Canada
* College of Physicians & Surgeons of Ontario
* Professional Association of Residents of Ontario
* Canadian Residency Matching Service
* Other Programs across Canada

Each program must have at least one dedicated individual responsible for the above mentioned tasks.