

**POSTGRADUATE MEDICAL EDUCATION**  
**SCHULICH SCHOOL OF MEDICINE & DENTISTRY**  
**RESIDENCY PROGRAM DIRECTOR APPOINTMENT POLICY**

**Approved by PGME Committee:** March 10, 2021

**Approved by Clinical Chairs Committee:** April 9, 2021

**Approved by ECSC:** June 4, 2021

**Date of Next Scheduled Review:** 2024

### **Preamble**

The *General Standards of Accreditation for Institutions with Residency Programs* require that each residency program has a Program Director who is responsible for the overall conduct of the program. The Residency Program Director reports to both the Chair of the Department/Division as well as the Associate Dean, Postgraduate Medical Education (PGME).

The Department/Division Chair and Associate Dean, PGME are jointly responsible for ensuring that the Program Director has sufficient qualifications, time, and support to administer the residency program.

### **Policy Reference**

- [General Standards of Accreditation for Institutions with Residency Programs](#)
- [Royal College Policy on Appointing a Program Director of a Royal College-accredited Program](#) (applicable to Royal College programs only)

**Standard 1.2.4.2:** There is a collaborative process between the academic lead of the discipline and the postgraduate dean for the appointment of each program director.

### **Procedure**

The following procedures apply with respect to the selection and appointment of the Residency Program Director:

1. The Department/Division Chair (or delegate) will notify the Associate Dean, PGME when a change in Program Director is being considered and will indicate the rationale for the change.
2. The appointment of a Residency Program Director will be the conjoint responsibility of the Department/Division and the Associate Dean, PGME.

3. The process for selection of a Residency Program Director will ensure the following are considered:
  - 3.1 An open call for applications should be made to all eligible faculty members.
  - 3.2 The call for applications should include the Schulich generic Residency Program Director Job Description, so that interested applicants are aware of the requirements of the position.
  - 3.3 Interested applicants should submit a letter of intent and curriculum vitae.
  - 3.4 Selection is made by a Selection Committee.
    - 3.4.1 Committee Membership should include representation from each of the following: resident(s) selected by their peer, faculty, administrative staff, site representatives (if distributed) and Residency Program Committee members.
    - 3.4.2 The Department Chair/Division Chair and Associate Dean, PGME will co-chair the Selection Committee.
    - 3.4.3 The Selection Committee will review applications and invite candidates under consideration for an interview. Interviews should be kept confidential to the committee. A list of interview questions should be created in advance to ensure consistency across interviews.
    - 3.4.4 Attributes to be addressed include specialty expertise, educational and administrative expertise, discipline certifications, current hospital / academic appointment status, and other relevant attributes as determined by the Selection Committee.
    - 3.4.5 The process will be free from discrimination, coercion, and favouritism, and adhere to [Western Equity and Human Rights policies](#).
- 4 The final appointment will be approved by both the Department/Division Chair and the Associate Dean, PGME. Results of the selection process should be communicated as soon as possible to all candidates.
- 5 The PGME office will notify the Royal College of Physicians and Surgeons of Canada (RCPSC) or the College of Family Physicians of Canada (CFPC) of the names of newly appointed Residency Program Directors within two weeks of the appointment.
- 6 The usual term of a Residency Program Director is 3-5 years (renewable once, or in exceptional circumstances, more than once).
- 7 Whenever possible, programs should consider succession planning carefully, and select a new Program Director early enough to allow some overlap and mentoring with the outgoing Program Director.