

The Schulich School of Medicine & Dentistry Western University

Division of Urology

Program Director / Assistant Program Director Roles

Program Director Roles

1. Attend annual ICRE meeting
2. All Royal College/Dept/Gradu Educ committee meetings
3. Quarterly updates for division
4. Chair RTC
5. CARMS Interviews
6. Complete FITERS
7. Establish and maintain policies/procedures
8. Annual meeting with all residents and fellows
9. Ad hoc meetings with residents as issues arise
10. All aspects of accreditation process
11. Assist with organizing lap/surgical skills course
12. Assist with organizing weekly Royal College seminar series and rounds
13. Assist with organizing reading schedule and weekly resident seminars
14. Assist with establishing rotation specific objectives
15. Assist with meeting all elective students

Assistant Program Director Roles

1. Attend annual ICRE meeting
2. Attend Resident Review Committee
3. Chair RTC if PD not available
4. Coverage for PD if PD away
5. CARMS Interviews
6. Establish and maintain a faculty mentorship program for each resident
7. Organize resident rotations and approve electives
8. Organize OSCEs throughout year
9. Organize lap/surgical skills course
10. Organize weekly Royal College seminar series and rounds
11. Organize reading schedule and weekly resident seminars
12. Establish rotation specific objectives
13. Meet with all elective students
14. Assist with aspects of accreditation process

