DIRECTIONS: “Copy and paste” the desired elements from the document below into your own job description document.
1. Make sure select “Assistant” or “Associate” in the title (and delete the other and make sure your own name is listed).
2. Fill in any blanks and remove underlining before finalizing your document.
3. Read through it and make sure that you have eliminated anything that does not apply.
4. Add things that are specific to your position that are not listed elsewhere in this document.
5. Date your document. You may want to update it later and it is helpful to know which is the most current version.

Document begins on the next page.
Assistant/Associate Pediatric Residency Program Director Job Description for
Your Name

The Assistant/Associate Pediatric Residency Director is a ________ FTE position. The duties of the Assistant/Associate Pediatric Residency Program Director are to assist the Pediatric Residency program director to:

1) Education
   a. Develop and execute a successful pediatric residency curriculum.
   b. Assist faculty with development of rotation goals and objectives.
   c. Develop and oversee the allocation of residents in their various rotations in order to satisfy ACGME and Residency Review Committee requirements for successful completion of a pediatric residency.
   d. Continuously re-evaluate anticipated educational needs of residents as RRC and ACGME requirements change and as pediatric practices evolve.
   e. Implement structural and educational changes to the program to address identified weaknesses or implement improvements to the pediatric residency curriculum.
   f. Aid residents in ideas and facilitate connection with mentors for development of a required scholarly project.
   g. Review procedure logs to ensure adequate numbers of procedures are obtained for educational competence.
   h. Organize, facilitate, and implement resident retreats.
   i. Plan, schedule and execute Grand Rounds weekly for the Department of Pediatrics
   j. Plan, schedule and execute morning report conferences for resident/faculty education ______ times per week

2) Evaluation
   a. Evaluate the pediatric residency educational program (as a whole and by postgraduate level) at least annually to determine strengths, weaknesses and adherence to educational objectives.
   b. Evaluate specific rotations to determine strengths, weaknesses, and adherence to educational objectives.
   c. Develop and maintain a system of competency-based evaluation of pediatric residents by their attendings and supervisors.
   d. Develop and maintain a system of competency-based evaluation of attendings by pediatric residents.
   e. Develop and maintain a system of 360° competency-based evaluation of pediatric residents, which includes evaluation of the pediatric resident by their attending, supervising resident, nursing staff, and parents.
   f. Develop and maintain a teaching evaluation system whereby residents can evaluate their attending physicians at the completion of each rotation.
   g. Monitor completion of evaluations by residents.
   h. Monitor completion of evaluations by faculty.
   i. Give feedback to residents at twice yearly meetings with the program director and/or associate program directors. At these meetings, the resident’s evaluations are reviewed, common themes discussed, and a plan to remediate any issues/weaknesses is formulated.
3) Recruitment
   a. Identify and recruit chief resident candidates
   b. Assist the program in recruitment of pediatric interns
   c. Aid the Intern Selection Committee in recruiting pediatric interns to the residency program. This is an annual 4-month process in which approximately ___ interviews occur.
   d. Review all resident applicant charts (approximately 300 charts/year) to assist in the ranking process.
   e. Interview intern candidates.
   f. Attend resident selection committee meetings ___ hour per week from the second week in November until the end of February.
   g. Participate in the development of recruitment strategies for pediatric interns.
   h. Participate in the evaluation of prior season’s recruitment and development of intern recruitment logistics and interview day agenda.
   i. Organize preparations for the new interns arrival including assisting with scheduling issues, ensuring contracts are signed and necessary documentation received, ensuring any required training (such as online modules) are done prior to intern arrival.

4) Mentoring
   a. Set up a mentoring system for residents whereby each resident is assigned a faculty mentor.
   b. Set up a mentoring system for residents whereby each resident is assigned a faculty mentor and an upper level resident mentor.
   c. Monitor the mentoring relationship during annual program director meetings.
   d. Meet with each resident twice a year to ensure they are progressing academically, review evaluations, and to provide career counseling and advice.
   e. Meet with residents on an “as needed” basis to help with problem solving and career counseling.
   f. Advise chief residents on faculty and career development.

5) Administration of the Pediatric Residency Program
   a. Interact and support the pediatric chief residents in their duties of administration of the rotation and call schedules, orientation of pediatric residents, scheduling of lectures, problem-solving, and provision of emotional support for pediatric residents.
   b. Meet with the chief residents one afternoon per week to discuss residency related issue, problem-solve, and to discuss issues relating to individual residents.
   c. Prepare for and participate in both internal and external reviews of the residency program by the accrediting bodies and respond to any concerns or deficiencies that arise as a result of these reviews.
   d. Assist in selection of residents for annual teaching and service awards
   e. Meet with the Program Director and the Chair monthly to discuss programmatic issues.
   f. Write letters of recommendation for residents applying for jobs and fellowship positions.
6) Regulatory Compliance
   a. Ensure residents are not violating duty hour rules and if identified, address and
      resolve this issue.
   b. Ensure residents are meeting programmatic and Residency Review Committee
      requirements to be eligible to sit for the board examination upon residency
      completion.
   c. Attend Association of Pediatric Program Directors’ Annual Meetings to ensure that
      the residency program is up-to-date with new requirements.
   d. Attend local GME meeting which occurs ___(monthly, weekly).
   e. Ensure residents are logging procedures and duty hours.

In addition, the Assistant/Associate Pediatric Residency Program Director has the primary
responsibility for the following functions:

Directions: Cut and paste the from the above document those functions that you are
primarily responsible for (responsibility for this task lies with you)—if there are several you
may also want to include the categories as above. Remember to delete this section from
your final document.