

# **Pediatric Residency Training Associate Program Director Responsibilities**

## **General Summary**

The Pediatric Residency Associate Program Director (APD) supports the Program Director (PD) in ensuring that the Program meets or exceeds all accreditation, regulatory, quality and safety, educational, and institutional standards. The APD provides leadership to develop and continuously improve the Pediatric Residency Training Program.

## **Principal Duties and Responsibilities**

These duties and responsibilities include those that are common to all APDs in addition to duties and responsibilities that are specific to individual APDs.

1. Support the Program Director to develop and maintain an environment conducive to educating residents in each of the ACGME competency areas.
  - a. Assist PD in ensuring the quality of didactic, clinical, and research educational activities in which residents participate.
  - b. Assist in the development and updating of a Program curriculum that meets all accreditation standards, including methods by which the goals and objectives are assessed and achieved.
  - c. Orient residents and complete all requisite documentation in a timely manner.
  - d. Provide verification of residency education for all residents, including those who leave the program prior to completion
  - e. Monitor resident supervision.
  - f. Ensure that each resident is informed of and performs in accordance with all policies, procedures, and regulations. Initiates appropriate disciplinary actions to address concerns. Residents must:
    - abide by the Medical Staff Bylaws and hospital policies and procedures
    - perform faithfully and satisfactorily and to the best of their abilities the customary duties of residents including completion of medical records in a timely manner
  - g. Provide each resident with documented semi-annual evaluation of performance with feedback.
    - ensure that each resident is advancing and gaining experience and responsibility in accordance with the curriculum
    - review with the resident's operative data/procedural logs to verify that these logs meet requirements necessary for successful Program completion and Board eligibility, if applicable
    - assess the resident's progress in meeting his/her individual learning plan
    - ensure that each resident receives career planning and counseling
    - maintain in the permanent files a final summative review of each resident
  - h. Regularly review mechanisms for periodic, confidential resident evaluation of faculty and annual evaluation of the overall program.
  - i. Maintain records to verify education of all residents, including those who leave the Program prior to completion.
  - j. Ensure policies and procedures exist that are consistent with the institutional and program requirements for resident duty hours and the working environment, including moonlighting.
2. Assist the PD in the administration of the Program, maintaining the highest standards of excellence in GME
  - a. In collaboration with the PD and program faculty, select residents who meet or exceed Program, hospital, and regulatory requirements.
  - b. Approve the selection of program faculty as appropriate and evaluate Program faculty, approving continued participation based on evaluation data
  - c. Collaborate with Department, Section, and medical education leaders to offer faculty development programs and coaching/mentoring opportunities.

- Address resident concerns about faculty performance in a timely, confidential manner
  - d. Comply with all hospital and accreditation policies, procedures, and other accreditation common and program requirements.
    - Develop and update program-specific policies
  - e. Prepare, submit in a timely manner, and ensure accuracy of all information required and requested by the ACGME/AOA, other accrediting organizations, hospital, GMEC, and participating institutions, including but not limited to the program information forms and annual program resident updates to the ADS, and ensure that the information submitted is accurate and complete;
  - f. Obtain approval of the GMEC/DIO before submitting information to the ACGME.
  - g. Attend GMEC meetings when PD is unable to attend.
  - h. Comply with the sponsoring institution's written policies and procedures, including those specified in the Institutional Requirements, for selection, evaluation and promotion of residents, disciplinary action, and supervision of residents
  - i. Be familiar with and comply with ACGME and Review Committee policies and procedures as outlined in the ACGME Manual of Policies and Procedures
3. Assume primary responsibility for:  
**SPECIFIC DUTIES ADDED FOR EACH PD**

### **Reporting Relationships**

The APD reports to his/her Division/Department Director for clinical and academic activities and to the PD for GME activities.

### **Qualifications**

The APD must have and maintain:

1. Unrestricted license to practice medicine in the State.
2. Current certification in the specialty by the American Board of Pediatrics, or specialty qualifications that are acceptable to the Review Committee.
3. Active appointment in good standing to hospital Medical Staff and, as applicable, at any participating institutions of the Program
4. Requisite specialty expertise acceptable to accrediting organizations.
5. Board certification in the appropriate specialty and subspecialties, as applicable.
6. Appropriate clinical, educational, and administrative experience beyond residency training (minimum of 3 years post-residency/fellowship experience required)
7. Ongoing involvement in scholarly activities
8. Demonstration of professional behavior standards to serve as a role model.

**Assistant/Associate Program Director's Tool for Designing Your Own Job Description**  
**Marsha Anderson, MD, Aditee Narayan, MD, Keith Mann , MD, and Nancy Spector, MD**

**DIRECTIONS : "Copy and paste" the desired elements from the document below into your own job description document. Further suggestions include:**

- 1. 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 final document to ensure that you have eliminated anything that does not apply.**
- 4. Add entries that are specific to your position that may not be listed elsewhere in this document.**
- 5. Date your document. If updated, 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 goals and objectives for rotations and longitudinal experiences
- c. Lead or participate in curriculum committees
- d. Lead or participate in individualized curriculum pathways
- e. Develop and oversee the assignment of residents in their various rotations in order to satisfy ACGME and Residency Review Committee requirements for successful completion of a pediatric residency
- f. Continuously re-evaluate anticipated educational needs of residents as RRC and ACGME requirements change and as pediatric practices evolve
- g. Implement structural and educational changes to the program to address identified weaknesses or implement improvements to the pediatric residency curriculum
- h. Review procedure logs to ensure adequate numbers of procedures are obtained for educational competence
- i. Organize, facilitate, and implement resident retreats
- j. Plan, schedule and execute Grand Rounds weekly for the Department of Pediatrics
- k. Plan, schedule and execute morning report conferences for resident/faculty education \_\_\_\_\_ times per week
- l. Develop faculty as educators to fulfill roles needed in the residency program
- m. Other:

### **2) Assessment and 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 competency-based system, including Milestones and Entrustable Professional Activities, for assessment of pediatric residents by faculty
- d. Develop and maintain a system of competency-based evaluation of faculty by pediatric residents
- e. Develop and maintain a 360° competency-based assessment system, including Milestones and Entrustable Professional Activities, for pediatric residents, which includes faculty assessment
- f. Supervising resident, nursing staff, and parents
- g. Develop and maintain a teaching evaluation system whereby residents can evaluate their attending faculty at the completion of each rotation
- h. Monitor completion of evaluations by residents
- i. Monitor completion of evaluations by faculty
- j. 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.

k. Other:

### **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 \_\_\_\_ number of interviews occur
- d. Review all resident applications (approximately \_\_\_\_ number per year) to assist in the ranking process
- e. Interview intern candidates (approximately \_\_\_\_ number per year)
- 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 "on-boarding" of the new interns arrival including assisting with scheduling issues, ensuring appropriate paper work is completed and necessary documentation is received, as well as ensuring any required training (such as online modules) are done prior to intern arrival
- j. Other:

### **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.
- a. Monitor the mentoring relationship during annual program director meetings.
- b. Meet with each resident twice a year to ensure they are progressing academically, review evaluations, and to provide career counseling and advice
- c. Meet with residents on an "as needed" basis to help with problem solving and career counseling
- d. Advise chief residents on faculty and professional development
- e. Guide residents to develop ideas for scholarly projects and ideas facilitate connection with mentors
- f. Other:

### **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 teaching and learning activities, problem-solving, and provision of emotional support for pediatric residents
- b. Meet with the chief residents one afternoon per week to discuss residency related issues, problem-solve, and to discuss issues related to individual residents.
- c. Prepare for and participate in both internal and external reviews of the residency program or institution related to Graduate Medical Education (ACGME CLER visits) 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
- g. Attend or lead Program Evaluation Committee meetings
- h. Attend or lead Clinical Competency Committee meetings
- i. Assist in Milestones reporting to the ACGME
- j. Other:

## 6) Regulatory Compliance

- a. Ensure residents are compliant with 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 for the American Board of Pediatrics 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 meetings \_\_\_\_\_
- e. Ensure residents are compliant with logging procedures and duty hours
- f. Other:

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

**Directions: Cut and paste 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.**

1. General
  - a. Associate Program Directors (APDs) are faculty who are committed to resident education and leadership in program administration. They will work with and assist the program director and assistant program directors in the administrative and clinical oversight of Medical School Pediatric Residency Program (“the program”). Based on ACGME program requirements for Pediatrics, the program requires a minimum of 1.6 FTE for program leadership, to be divided amongst the director, associate, and assistant directors.
2. Qualifications
  - a. APDs must be a member of the Med faculty.
  - b. APDs must hold current certification from the American Board of Pediatrics in Pediatrics or a subspecialty.
  - c. APDs must have documented clinical and academic experience to ensure effective implementation of the Program Requirements.
  - d. APDs must be clinicians with broad knowledge of, experience with, and commitment to pediatrics as a discipline, and to the training of residents as general pediatricians.
  - e. APDs must have prior experience in academic administrative roles.
3. General Responsibilities
  - a. APDs must dedicate an average of 8 hours per week to the administrative and educational aspects of the program, as delegated by the program director
  - b. APDs must assist in the general administration of the program, including those activities related to the recruitment, selection, instruction, supervision, counseling, evaluation, and advancement of residents, as well as the maintenance of records related to program accreditation.
  - c. APDs will share responsibility for strategic planning, policy development, and program improvement initiatives.
  - d. APDs must participate in academic societies and in educational programs designed to enhance their educational and administrative skills.
4. Specific Responsibilities
  - a. In addition to the above general responsibilities, each APD will lead the development, oversight, and evaluation of a major component of the training program. Examples may include residency recruitment and selection, overall curriculum and evaluation, research and scholarship, or resident professional development (such as simulation, advocacy, or patient safety curricula).
  - b. APDs will be expected to participate in a majority of program meetings, such as leadership, Program Evaluation Committee, Faculty Intern Selection Committee, and Clinical Competency Committee meetings.
  - c. APDs are encouraged to attend at least one Association of Pediatric Program Directors meeting annually or other equivalent educational conference applicable to the position of APD.
  - d. APDs will serve as mentors and advisors to Assistant Program Directors, particularly assisting them with supervision of a residency class.
  - e. APDs should participate in teaching conferences within the program including but not limited to Lunch and Learn, Intern Didactics, Senior Resident Didactics, Safety and Systems Conferences, Pediatric Grand Rounds, Simulation Sessions, and other resident professional development sessions.

- f. APDs will assist in the preparation of ACGME accreditation materials and participation in site visits and other aspects of accreditation
- g. APDs will assist in the screening of applicant files, interviewing of applicants, participation in open house events, and selection committee meetings.
- h. APDs will assist with New Resident Orientation, as well as Senior Resident Orientation.
- i. APDs will assist in the selection and mentorship of chief residents.
- j. APDs will be clinically active (preferred) and serve as an attending physician for residents as able.
- k. APDs will complete other duties or responsibilities as determined by the Program Director.