

ASSISTANT PROGRAM DIRECTOR
UNIVERSITY OF OTTAWA
DEPARTMENT OF FAMILY MEDICINE

Faculty:	Faculty of Medicine, Department of Family Medicine
Job Reports To:	Postgraduate Program Director of Family Medicine
Time Commitment:	½ day/week
Term of Office:	Three (3) years renewable, at the discretion of the Postgraduate Program Director

The Assistant Program Director plays a role in supporting the Postgraduate Program Director to help ensure delivery and quality of the Postgraduate Program at the Department of Family Medicine at the University of Ottawa. The Assistant Program Director's tasks are mutually reviewed and developed based on needs of the program at a specific time, with the ultimate goal of fulfilling the mandate of the Department of Family Medicine and the Postgraduate Program.

Description of Portfolio/Responsibilities:

1. Chair Committees as mutually agreed upon with the Program Director
2. Assume duties of the Program Director in his/her absence
3. Assist the Program Director with the supervision and development of new educational opportunities and training sites
4. Assist the Program Director to ensure the regular review of Family Medicine training sites
5. Participate in strategic planning activities
6. Assist in the resident selection process using the Canadian Resident Matching Service (CaRMS), including the application review and interview process
7. Assist in recognizing achievements among residents of the program, such as the nomination for awards
8. Promote the family medicine residency program
9. Provide advice and counsel to the Program Director concerning all aspects that impact the program
10. Other duties as requested by the Program Director of the Family Medicine residency program
11. Collaborate with other Family Medicine Program Directors and Assistant Program Directors in the province and nationally
12. Support the Program Director in projects as required

Committee Membership:

Member: Residency Program Committee, DFM
Postgraduate Working Group – as required