

## **Maine Medical Center: Department Medical Education**

### **Associate Program Director Job Description - General Template**

**Structure:** Direct reporting to the department chief, through the residency program director.  
Indirect reporting to the Designated Institutional Official (DIO)

The APD is selected by the residency program director, approved by Department Chief and Residency Education Committee. DIO must be notified.

The APD position is a 0.1 FTE position, reflected in the Statement of Physician Responsibility document or contract.

**Qualifications:** The associate residency program director (APD) must:

1. Be a faculty member in good standing at Maine Medical Center.
2. Have at least 2 years of post-residency experience.
3. Have completed an ACGME -accredited GME program
4. Be board certified / board eligible
5. Have demonstrated involvement in scholarly activities, quality projects, teaching
6. Have completed a faculty development educational experience related to residency/fellowship administration (ie: New Program Director School, on-line resources, MITE Clinical teaching certificate, specialty-specific GME development offerings) within one year of appointment.

### **General Responsibilities:**

1. Participate in the residency's compliance and accreditation with all academic regulatory agencies such as the ACGME and the specialty specific RRC
2. Function as the acting residency program director in the absence of the PD
3. Assist in resident applicant screening, interviewing, and development of the rank list for the match.
4. As needed, assist the PD in attending to resident discipline issues, including maintaining appropriate due process for disciplinary actions.
5. Perform additional tasks relating to the educational activities of the residency program, as requested by the program director or department chief
6. Participate in scholarly and QI/QA projects, mentor resident projects as requested
7. Participate in the GMEC meetings, educational retreats

### **Specific Responsibilities: (Examples)**

What are the roles/responsibilities for the APD in your program? Consider delegating a specific role for the APD, in addition to just “helping out” with everything

1. Scholarly activity?
2. Ownership of didactics?
3. Mentoring as needed?
4. Participation in CCC?
5. Simulation?
6. Committee involvement ? (ie: Performance Evaluation Committee, Resident Education Committee, etc)
7. Faculty development sessions?
8. Evaluations?