

Date: October 8, 2023

Department of Psychiatry

JOB TITLE: Psychiatry Residency Training Program, Assistant Program Director (APD), Curriculum Lead

JOB DESCRIPTION

The Assistant Program Director (APD), Curriculum Lead, forms an essential part of the leadership team for the core Psychiatry Residency Training program. The leadership team assists the chair of the department in fulfilling the mission, vision, and goals as these relate to the Psychiatry Residency Training program.

REPORTING STRUCTURE

The Assistant Program Director (APD) (Curriculum Lead), via the Program Director, reports to the Chair of the Department of Psychiatry (or designate) and to the Vice Dean, Postgraduate Medical Education.

APPOINTMENT PROCESS

The APD, Curriculum Lead, should be selected by the Department Chair in consultation with the Program Director after an interview process.

DUTIES AND RESPONSIBILITIES

The APD (Curriculum Lead), with support from the RPC, will oversee the competency by design (CBD) curriculum mandated by the Royal College of Physicians & Surgeons, and oversee the coordination of core curricular activities for the psychiatry residency program.

Primary responsibilities:

- Be knowledgeable of the Competency by Design curriculum as laid out across the four stages of training in the CBD model.
- Establish and chair a curriculum committee composed of faculty and residents to oversee the review of all core program curricular elements annually.
- Assist the RPC in the development, organization & implementation of the academic program including didactics and interview skills.
- Oversee the organization, flow, and quality of the academic curriculum on academic days including core didactic lectures, psychotherapy, and interview skills by collaborating with the psychotherapy leads and other education leads including the site education directors.
- Collaborate with education leads and faculty experts to ensure material being taught is up to date, relevant, and of high quality.
- In collaboration with the Program Director, assist in key roles in the training program including attending meetings for COPE, the RPC, CaRMS, ad hoc committees and attend in lieu of the program director as needed, as delegated by the Program Director.

QUALIFICATIONS

The ideal candidate will have a certification with the RCPSC and be a University of Ottawa faculty member in good standing. The candidate must hold a minimum of a 0.5 FTE at a fully-affiliated hospital, affiliated research institute, or community-affiliated hospital. Additional assets include a track record

demonstrating commitment to education, good interpersonal skills, organizational abilities, self-directedness, and good problem-solving skills. Additional training/experience in education and/or administration is an asset as is the ability to adapt to a changing educational and clinical landscape. Knowledge of French is considered an asset.

TIME COMMITMENT AND REMUNERATION

Estimated time requirements are a half day a week. Workload varies throughout the year. Hours worked are flexible outside of fixed committee meetings. Attendance at monthly RPC meetings is expected. Regular meetings with the program director to review, discuss, and plan tasks will be held on an as needed basis. This position is supported by a stipend of \$25,000 from RPC funds. Administrative support will be provided.

TERM

The current posting is for a one-year interim position. The successful candidate may apply after their one-year interim position for a three-year appointment with the possibility of renewal.

There will be annual reviews with the Program Director. An extensive review will be held in year 2 of the term should the incumbent wish to pursue a second term. The three-year appointment may be renewed if agreeable to both parties. Renewal is dependent upon satisfactory performance or as modified during the annual review process. The maximum duration of service, including all renewals, is ten years.

Application Process:

Please send expressions of interest with a letter of intent and Curriculum Vitae to Dr. Sephora Tang at stang@toh.ca by October 27, 2023.