

**Date:** October 8, 2023

**Department of Psychiatry**

**JOB TITLE: Psychiatry Residency Training Program, Chair of Competence Committee**

### **JOB DESCRIPTION**

The Chair of the Competence Committee 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 Chair of the Competence Committee reports to the Program Director of the Psychiatry Residency Training Program and through the Program Director, to the Chair of the Department of Psychiatry, and the Vice Dean of Postgraduate Medical Education.

### **APPOINTMENT PROCESS**

The Chair of the Competence Committee should be selected by the Program Director in consultation with the Chair of the Department of Psychiatry after an interview process.

### **DUTIES AND RESPONSIBILITIES**

The Chair of the Competence Committee with support from the Residency Program Committee (RPC), will oversee the promotion of residents in collaboration with academic advisors and the competence committee, as mandated by the Royal College of Physicians & Surgeons.

#### **Primary responsibilities shall include the following:**

- Determine the frequency and dates of competence committee meetings to evaluate and promote residents.
- Assign resident files to competence committee members to review prior to each competence committee meeting.
- Chair the competence committee meeting and provide a summary of the meeting's outcome, including meeting minutes, to the program director for presentation at RPC meetings.
- Ensure that each resident's file is reviewed at a minimum frequency of twice a year and by two different reviewers (e.g. the Academic Advisor and a competence committee member) to meet Royal College Standards.
- Review Academic Advisor Meeting summaries prior to each competence committee to identify presence of potential red flags in performance, and if necessary, request the presence of the Academic Advisor to present at the Competence Committee meetings.
- Review any low performance flags from resident evaluations and notify the appropriate academic advisor to implement support as needed. Be aware of low performance evaluations of residents and take these into consideration at competence committee meeting deliberations.
- The chair of the competence committee may review any resident evaluations on Elenra and One45 as necessary to inform competence committee deliberations.
- Assist the Program Director in recruiting academic advisors to ensure that each resident in the competence by design curriculum has been assigned to an academic advisor.

- Assist the Program Director to develop training materials for academic advisors to enable them to best assist residents and the competence committee in providing oversight on individual resident performance.
- Be familiar with the Competency by Design Curriculum and the requirements of Entrustable Professional Activities (EPAs) by working closely with the Assistant Program Director, Curriculum Lead, and the Program Director.
- Be familiar with the Elentra electronic platform to review resident completion of EPAs and be prepared to direct residents and faculty to resources that will assist them to use this platform.
- Oversee the function of academic advisors, acting as their point of contact for questions/concerns regarding resident performance, and reporting to the Program Director as appropriate.
- Assist the Program Director in the development and oversight of residents' individual learning plans/ remediation as needed.
- In collaboration with the Program Director and the Assistant Program Director, Curriculum Lead, assist in key roles in the training program including attending meetings for RPC and ad hoc committees, 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. Working knowledge of the French language is an asset.

## **TIME COMMITMENT AND REMUNERATION**

Workload may vary throughout the year based on need. Time commitment will be on average 2 days a month. Monthly meetings with the program director to review, discuss, and plan tasks will be held on an as needed basis. Competency committee meetings will be held at a frequency determined by the chair of the committee in consultation with the program director to ensure that all resident files are reviewed at least twice a year. The Chair of the Competence Committee may be requested by the program director to attend the monthly RPC meetings as needed, and any ad hoc meetings with education leaders and academic advisors as directed by the program director. This position will be 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 10 years.

**Application Process:**

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