What is the role of the Assistant/Associate Program Director?

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Background

• Spent two years in General Surgery, then transitioned into Integrated Vascular Residency in 2009

• First graduate of UMass’ 0+5 (2013)

• Stayed on as faculty at UMass

• Officially named “Associate Program Director” in 2014
So, what is the official job description?

From:

Accreditation Council for Graduate Medical Education

II.A. Program Director

II.A.1. There must be a single program director with authority and accountability for the operation of the program. The sponsoring institution’s GMEC must approve a change in program director. (Core)

II.B. Faculty

II.B.1. At each participating site, there must be a sufficient number of faculty with documented qualifications to instruct and supervise all residents at that location. (Core)

II.C. Other Program Personnel

The institution and the program must jointly ensure the availability of all necessary professional, technical, and clerical personnel for the effective administration of the program. (Core)
So, what is the official job description?

From: Google

Assistant/Associate Program Director's Tool for Designing Your Own Job Description

DIRECTIONS: “Copy and paste” the desired elements from the document below into your own job description document.
1. Make sure 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 it and make sure that you have eliminated anything that does not apply.
4. Add things that are specific to your position that are not listed elsewhere in this document.
5. Date your document. You may want to update it later and it is helpful to know which is the most current version.

Document begins on the next page. ... and goes on for four solid pages ...
So, what is the *unofficial* job description?

<table>
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<th>Specialty</th>
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Perhaps, the APD role can be thought of as some amount of the 50%
PD Responsibilities

- Education
- Evaluation
- Recruitment
- Administration
- Regulatory Compliance
- Mentoring
Education

• Develop curriculum – grand rounds, case conferences, visiting lecturers, journal club

• Develop rotation-specific goals and objectives

• Review procedure logs
Evaluation

• Of our residents
• Of off-service residents rotating through
• Of faculty
• Of program overall (annual program evaluation)
• Of medical students
Recruitment

• Medical students: sub-internships, 3rd year clerkship, pre-clinical shadowing, VSIG

• Residency applicants
  – Review applications
  – Interviews/rank lists
Administration

• Letters of recommendation

• Departmental Surgical Education Committee

• Forms, forms, forms (credentialing, needlesticks, med school loan documents, vacation approvals, annual contracts, etc)
Regulatory Compliance

- Duty hours, case logs, evaluations
- ACGME surveys
- Annual webADS updates
- Keep current on changing program requirements (institution level and national level)
Mentoring

• Sounding board for all things resident-related:
  – Questions not “worthy” of the PD
  – Complaints/suggestions people aren’t comfortable bringing to the PD

• An “open door” for informal advice
Summary

• Develop a strong working relationship with the PD – what he wants to do, what he wants you to do – then *learn from him* how he approaches things

• Offer some complementary role

• Be perceived as “more available” than the PD