Position Description
Diagnostic Radiology Residency Program Director

The Program Director is responsible for the planning, development, organization and on-going assessment of the Diagnostic Radiology Residency Program in Medical Imaging.

Required Qualifications
- Certification in Diagnostic Radiology by the Royal College of Physicians and Surgeons of Canada (RCPSC) or acceptable equivalent with specialty training in Diagnostic Radiology (as required by the RCPSC);
- Holds a faculty appointment (including an adjunct appointment) in the Department of Medical Imaging at the University of Toronto;
- The Program Director may not concurrently be a hospital Department Chief, Division Head or a director of another program within the Department.

Responsibilities
The Diagnostic Radiology Residency Program Director has the overall responsibility for the postgraduate educational program in Diagnostic Radiology at the University of Toronto.

Program Management
1. Chair the Diagnostic Radiology Postgraduate Education Committee and ensure its proper structure and function.
   i. Ensure the residency program conforms to the General Standards of Accreditation and the Specific Standards of Accreditation for Diagnostic Radiology as specified by the Royal College of Physicians and Surgeons of Canada.
2. Organize and supervise the selection of candidates for admission to the program.
3. Organize rotation assignments equitably making best use of educational opportunities.
4. Ensure a high quality educational program and a comprehensive core curriculum.
   i. Have a working knowledge of the Objectives of Training and Specialty Training Requirements as set out by the Royal College of Physicians and Surgeons of Canada.
   ii. Promote innovation and scholarship in teaching, student assessment, and course evaluation, informed by best educational practices. Promote dissemination of these activities by members of the faculty and residents at national and international meetings, and in peer reviewed journals and electronic media. Participate in the planning of journal clubs and other relevant scholarly activities including internal educational and research symposia, visiting professorships and annual research activities.
iii. Ensure continuous program review and improvement through the collection and analysis of information regarding all aspects of the teaching program and report annually to the Departmental Education Committee.

iv. Participate in and oversee the implementation of Competence by Design (CBD).

5. Ensure timely and effective evaluation of residents. Participate in the competence committee and assessment activities as required in the implementation of CBD.

6. Represent the program at the U of T Committees as required and participate in its activities such as internal reviews, and working groups.
   i. Have a working knowledge of the PGME policies including those on resident admission and transfer, appeals, evaluation and remediation, intimidation and harassment, and resident safety.

7. Cultivate a collaborative environment across the Postgraduate Education Program that fosters collegiality among faculty, residents, and administrative staff.

Residents

8. Provide a welcoming and supportive environment for Diagnostic Radiology residents at the University of Toronto. Ensure that residents have available to them:
   i. advice and mentoring for both academic and non-academic difficulties, including stress and well-being
   ii. support for career development

9. Ensure that the training program is conducted in an environment free of intimidation, harassment, and abuse and which respects diversity in gender, race, ethnic origin, religion, and sexual orientation.

10. Ensure compliance with the PARO contract.

11. Maintain appropriate secure records for each trainee including evaluations and documentation of progress.

12. Advocate for resident education.

Faculty

13. Contribute to the selection of hospital site coordinators and communicate with and guide them.

14. Promote effective communication to all faculty members on matters pertinent to postgraduate education.

15. Collaborate with the Continuing Medical Education Program Director, Vice Chair of Continuing Professional Development, and the Vice Chair of Education to ensure faculty development programs are in place as needed in order to maintain interest in education.

16. Have a mechanism in place to provide faculty members with teacher evaluations and site coordinators and department chiefs with rotation effectiveness evaluations annually.

Accountability and Reporting

The Program Director reports to the Chair of the Department of Medical Imaging, through the Vice Chair of Education, and is a member of the Departmental Education Committee and Departmental Executive Committee. The Program Director will provide regular reports to the Executive Committee (at monthly meetings) and to the Vice Chair of Education at least twice per year or more frequently as needed. RPC minutes are sent to the Chair and Vice Chair of Education for review.

Updated November 2023
Required Characteristics

- **Teaching Skill and Student Advocacy**
  Demonstrates strong skills in teaching and educational innovation and has a history of advocacy for the education of residents.

- **Communication and Relationship Management**
  Communicates clearly in a responsive manner with diverse individuals, groups and organizations and establishes and nurtures constructive and collaborative interactions.

- **Leadership**
  Engages, motivates and facilitates individuals, groups and organizations to develop a shared vision and achieve related goals and objectives. The Diagnostic Radiology Residency Program Director promotes innovation and change in the program within a supportive culture guided by a cohesive educational approach.

- **Professionalism**
  The Diagnostic Radiology Residency Program Director aligns personal and organizational conduct with ethical and professional principles that include responsibility, service, self-reflection, and self-discipline. The Diagnostic Radiology Residency Program Director recognizes both personal strengths and limitations, demonstrates a commitment to improvement and lifelong learning and leads by example.

- **Environmental Engagement**
  Monitors and seeks information from internal and external environments. In doing so, the Diagnostic Radiology Residency Program Director develops an understanding of how things work, identifies trends and priorities, and builds individual and organizational relationships.

- **Management Skills and Knowledge**
  The Diagnostic Radiology Residency Program Director manages, encourages and enables people, and effectively utilizes resources and information.

Term
Three to Five-year term – with the opportunity for renewal. Renewal will be considered in conjunction with feedback and evaluations, which may include;

- feedback from trainees and other program stakeholders and department leadership
- multi-source feedback

Administrative Support and Resources
Administrative support through the Medical Imaging office at the University of Toronto will be available as needed.

The Diagnostic Radiology Residency Program Director will be able to apply for resources deemed appropriate for the position and authorized in advance by the Departmental Chair. Reasonable expenses incurred in performing the duties of this position may be collected when accounts are approved by the Departmental Chair and are submitted to the department in appropriate format.

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Expenses will be paid for travel and accommodation for up to 2 relevant education conferences per year (usually ICRE and AUR). Approval from the Chair is required prior to meeting registration.

**Time Commitment and Salary Support**
The Diagnostic Radiology Residency Program Director will be given 2 days per week over a total of 40 weeks for a total of 80 days per year with a stipend of $80,000. This is subject to negotiation between the leadership at the Program Directors hospital site and the University. In addition, 10 extra administrative days per year will be available on discussion with the Chair and appropriate Radiologist in Chief on an as needed basis in order to manage periods of high activity.

**Appointment Process and References**
Eligible applicants should submit an updated CV and a one page letter outlining their expression of interest and vision for the position to the attention of the Vice Chair of Education in the Department of Medical Imaging via david.tihanyi@utoronto.ca by **Wednesday December 13, 2023 at 11:59pm**.

After applications are received, they will be reviewed by a search committee consisting of relevant stakeholders. An interview will be conducted. After the interviews, up to three references may be contacted by the search committee (at least one will include a trainee).