



Position: Family Medicine Residency Program Director

POSITION SUMMARY:

This position is responsible for developing, directing, and managing the Family Medicine Residency Program. The Family Medicine Residency Program Director (FMRPD) position maintains appropriate oversight and stability of the residency training program, including compliance with accrediting and regulatory agencies, financial and human resources management, and contract development and review. The FMRPD position has authority and accountability for the operation of the residency program.

POSITION ACCOUNTABILITIES:

Program Development

- Curriculum. Develop and clarify rotation details for residents. Includes experiences in the community, and away. Prepare written educational goals and objectives of the program with respect to the ACGME competencies for residents at each level of training and for each rotation or experience.
- Faculty Recruitment and Development. Recruit and build participating faculty for the program. Implement a program of continuous quality improvement in medical education for faculty, especially as it pertains to the teaching and evaluation of the competencies, and in the area of faculty development for teaching skills to promote scholarly activity and research.
- Policy Development. Create policies and agreements for the program and assist with institutional policy development that relates to GME.
- Facility and Space Planning. Participate in planning physical needs
- PIF. Completion and submission of the Program Information Form for new programs in Family Medicine to the ACGME. Participate in site visits related to initial accreditation.
- Educational Resources. Participate in planning and making recommendations for the acquisition of optimal educational resources for residency education.
- Educational Culture. Assist with developing and enhancing the general medical educational culture.
- Clinical practice.

Administration

- Oversee and ensure the quality of didactic and clinical education in all sites that participate in the program;
- Approve the selection of program faculty as appropriate;
- Evaluate program faculty and approve the continued participation of program faculty based on evaluation;

- Monitor resident supervision at all participating institutions;
- Prepare and submit all information required and requested by the ACGME, including but not limited to the program information forms and annual program resident updates to the ADS, and ensure that the information submitted is accurate and complete;
- Provide each resident with documented semiannual evaluation of performance with feedback;
- Ensure compliance with grievance and due process procedures as set forth in the Residents handbook
- Provide verification of residency education for all residents, including those who leave the program prior to completion;
- Implement policies and procedures consistent with the institutional and program requirements for resident duty hours and the working environment, including moonlighting, and, to that end, must:
 - Distribute these policies and procedures to the residents and faculty
 - Monitor duty hours, according to sponsoring institutional policies, with a frequency sufficient to ensure compliance with ACGME requirements;
 - Adjust schedules as necessary to mitigate excessive service demands and/or fatigue; and,
 - If applicable, monitor the demands of at-home call and adjust schedules as necessary to mitigate excessive service demands and/or fatigue.
- Comply with the sponsoring HMS' written policies and procedures, including those specified in the sponsoring institution's requirements, for selection, evaluation and promotion of residents, disciplinary action, and supervision of residents;
- Be familiar with and comply with ACGME and Review Committee policies and procedures as outlined in the ACGME Manual of Policies and Procedures;
- Obtain review and approval of the GMEC/DIO before submitting to the ACGME information or requests for the following:
 - All applications for ACGME accreditation of new programs;
 - Changes in resident complement;
 - Major changes in program structure or length of training;
 - Progress reports requested by Review Committees;
 - Responses to all proposed adverse actions;
 - Requests for increases or any change to resident duty hours;
 - Voluntary withdrawals of ACGME-accredited programs;
 - Requests for appeal of an adverse action;
 - Appeal presentations to a Board of Appeal or the ACGME; and,
 - Proposals to the ACGME for approval of innovative educational approaches.
- Obtain DIO review and co-signature on all program information forms, as well as any correspondence or document submitted to the ACGME that addresses:
 - Program citations, and/or
 - Request for changes in the program that would have significant impact, including financial, on the program or institution.
- Select residents for appointment to the program in accordance with institutional and departmental policies and procedures and evaluate the quality of care rendered by the residents.

- Assure that residents are provided with a written agreement of appointment/contract outlining the terms and conditions of their appointment to the program.
- Implement fair procedures as established by the institution and department regarding academic discipline and resident compliance or grievances. Function as sole authority and responsibility for overseeing difficulty and/or disagreements between residents and/or between residents and faculty, enlisting the aid of the DIO when necessary.
- Monitor resident stress, including mental and emotional conditions that inhibit performance or learning and dysfunction, intervening appropriately. Must be well versed in Equal Employment Opportunity Commission guidelines and regularly relay rights and appropriate process to the residents for their knowledge.
- Monitor and review procedural logs of residents for volume and variety of cases on a regular basis as required by the RRC.
- Develop action plans for correction of areas of noncompliance as identified by the Internal Review, RRC site visit and/or other mechanism, and provide evidence of corrective actions taken to GME Committee.
- Assure that, at least annually, the educational effectiveness of the entire program, including the quality of the curriculum and the clinical rotations, are evaluated by residents and faculty in a systematic manner. The extent to which the educational goals have been met by residents must be assessed. Written evaluations by residents should be used in this process. The report of the Annual Program Review must be kept on file in the FMRPD Office.
- Provide all requested materials to the FMRPD Office in a timely fashion e.g. internal review materials, scholarly reports, as well as keeping the FMRPD Office aware of changes in the program and/or residency cohort and any disciplinary actions.
- Regularly participate in the GME Committee meetings and sub-committees.
- Plan and implement faculty development activities among program faculty.
- FMRPD must dedicate appropriate time to, and have institutional support for, the aforementioned responsibilities, in compliance with RRC requirements.

Educational Program

- Have the authority to ensure effective teaching and obtain teaching commitments from other departments involved in the education of residents.
- Prepare written educational goals and objectives of the program with respect to the Competencies of residents at each level of training and for each major rotation or other program assignment.
- Ensure that the written educational goals and objectives are readily available for review and are distributed to residents and faculty members.
- Ensure that the residency does not place excessive reliance on residents for service as opposed to education.
- Establish a process to teach and document the residents' achievement of milestones in the Competencies, which includes regular evaluation of residents in writing. The evaluation process should include documented feedback about knowledge, skills, and attitudes according to previously stated criteria.
- Ensure residents are evaluated at least semi-annually, and faculty and program confidentially evaluated by residents annually.

- Advance residents to positions of higher responsibility only based on evidence of satisfactory progressive scholarship and professional growth.
- Assure that residents leaving the program are competent in the discipline, and the general Competencies.
- Maintain a permanent record of evaluation for each resident, including a final evaluation, and have it accessible to resident and other authorized personnel. A copy of the final evaluation should be forwarded to the FMRPD office upon the residents' completion of the program.
- Outline in writing the lines of responsibility for and supervision of patient care on all inpatient and ambulatory settings for all members of the teaching teams. Ensure that there is a rapid and reliable system for residents to communicate with supervising attending physicians and residents.
- Implement a program of continuous quality improvement in medical education for the faculty, especially as it pertains to the teaching and evaluation of the Competencies, and in the area of faculty development for teaching skills to promote scholarly activity and research.
- Maintain and participate in an environment of scholarly activity.
- Participate in academic societies and in educational programs designed to enhance educational and administrative skills.

Clinical Activities

- FMRPD must maintain active part time clinical practice
- Complies with clinical activity requirement as stated in the ACGME program requirements as applicable to the FMRPD
- Participates in direct patient care clinical activities in ambulatory and/or inpatient settings in association with residents and faculty in the program.

Patient Centered Medical Home

- Prepares for, attends and participates in team meetings and huddle (s)
- Collaborates in developing team priorities and patient goals and care plans
- Keeps problem list, medication list and patient care plan updated for team members
- Approves orders and referrals for health insurance

Minimum Qualifications

Education and Required Credentials:

M.D. or D.O degree

Current board certification in Family Medicine

Current, or eligible, medical licensure in New Mexico

Eligible for successful appointment to GRMC

Experience Required: At least 3 years experience as an administrator, clinician, and educator in Family Medicine Residency Program

TO APPLY

Completed HMS Employment Application, Resume or CV may be emailed to jobs@hmsnm.org
or

Dropped off or mailed:

1105 N. Pope Street, Building C, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045