Chief Residents Position Description for the Urban Program

Overview

The University of Calgary’s Department of Family Medicine Urban Residency Training Program has three (3) Chief Residents (one representing each Division) who share the responsibilities of this role. Three Chief Residents are required for the Urban Family Medicine Program because of the size of the urban Resident body, the number of Chief Resident responsibilities (including representation on various committees) and Resident issues requiring Divisional representation.

Chief Residents work closely with the Program Director, Leadership Team, Administrative Staff and Residents in the Program to facilitate communication, program development and program delivery.

As outlined by the office of Post Graduate Medical Education the Chief Resident(s) is an/are administrative Resident(s) appointed by the Faculty and responsible to the Program Director.

Duties and Responsibilities

The Chief Residents will:

• Represent all Residents at the Postgraduate Executive Committee, and subcommittees thereof, including:
  o Urban Residency Program Committee (urban RPC)
  o Post-Graduate Executive Committee
  o Urban Curriculum and Evaluation Committee (urban CEC)
  o Urban Academics Sub-Committee
  o CaRMS Sub-Committee
  o Departmental Appeals Committee
  o Accreditation Steering Committee

• Communicate with the Resident body regarding the activities of these committees.

• Act as a liaison between Residents, Faculty and administration
  o Communicate key initiatives of the Program/Department to Residents in a timely manner (e.g. via Resident Leadership Committee, emails, and presentations at academic events)
  o Provide updates to all urban Residents regarding the activities of the committees above
  o Solicit input from Residents on Program issues and present these to the Program
  o Develop and coordinate material for monthly Chief Resident newsletter
  o Respond to inquiries from Residents in a timely manner
  o Provide constructive feedback on Program design, delivery and development
  o Create a monthly report on Resident activities and submit to the Family Medicine Residency Program administration

• Represent Residents/promote DFM at Departmental, UME, PGME, or University committees or events, including participation in Accreditation visits and meetings as requested

• Provide input into Program events and activities, including:
  o R1 Orientation
  o Foundations Block
  o Spring and Fall Conferences
- CaRMS Interviews and related social events
- Graduation
- Urban Program social events

- Participate in CaRMS by
  - Acting as Ambassadors for CaRMS
  - Co-presenting Program information to candidates in collaboration with the Program Director
  - Providing input into CaRMS planning and selection
  - Planning and attending social events for candidates
  - Attending the Program’s CaRMS de-briefing meetings

- Liaise with Family Medicine Interest Group (FMIG) (University of Calgary medical students) by:
  - Communicating with FMIG Executive Members
  - Facilitating Resident participation in FMIG events

- Chair meetings of the Resident Leadership Committee (RLC) and foster this as a forum for discussion around Department and Resident-centred issues
  - RLC meetings are held approximately one time per month for 1-1.5 hours.
  - All attempts should be made to hold the meetings on Wednesday evenings, prior to Academics (as Residents are protected from call on those nights)
  - Additional meetings may be held at the call of the Chiefs.

- Recruit Residents to residency leadership positions at the beginning of the academic year
  - Support and supplement the duties and responsibilities of any Resident leadership position, where appropriate and if needed

- Support and/or chair (when needed) any Resident-led subcommittee, such as a Resident Social Subcommittee, Graduation Committee, etc.

- Maintain close ties to the Rural Alberta South (RAS) Residents, through close and regular contact with the Rural Chief Resident. Collaborate with RAS Residents on any Resident social and educational event that would serve mutual benefit for the Residents of the two training streams

- Maintain close ties to external Resident advisory and regulatory bodies (through Resident representatives of each), such as
  - Professional Association of Residents Physicians of Alberta (PARA) (with the PARA representative)
  - CFPC Section of Residents (with the SoR representative)
  - Canadian Association of Internes and Residents (CAIR)
  - Alberta College of Family Physicians (with the ACFP representative)
  - University of Calgary Postgraduate Medical Education (with the PGME Resident Representative and the Wellbeing Representative)

- Maintain a high level of engagement in the residency experience. Support the wellbeing and morale of fellow Residents; provide a consistent level of support for their concerns and issues; advocate for their needs; and work collaboratively in the ongoing development and evolution of Family Medicine Residency.

**Conference Participation**

Resident participation in conferences serves both official program responsibilities for representing the Program and professional development purposes.
Each Chief Resident will attend one of two Department of Family Medicine sanctioned conferences and the corresponding events:

- **International Conference on Residency Education (ICRE)**
  - Attend seminars and presentations to learn about national developments in residency education
  - Report to FMRTC regarding any strategies/tools/innovations that should be considered in our Program
- **Family Medicine Forum (FMF) [www.fmf.cfpc.ca/program](http://www.fmf.cfpc.ca/program)**
  - Attend seminars and presentations as above
  - Attend the Family Medicine Residency Program exhibition booth (scheduled with the Program Coordinator) to provide Program information to conference attendees and market our Program to attending medical students and faculty
  - Attend the University of Calgary’s Wine and Cheese Event (held annually at FMF)

The Resident Chiefs will collaborate on a proposal outlining which conference each would attend.

**Qualifications**

Applicants should possess:
- demonstrated communication and oral presentation skills
- a high degree of enthusiasm about the Family Medicine Residency Program
- the ability to effectively chair meetings or committees
- demonstrated interpersonal skills, maturity, ability to work collaboratively with a variety of professionals and to be approachable to fellow Residents
- a strong record, without academic, clinical, or professionalism concerns, which must be maintained during their appointment

Previous experience on Residency Leadership Committees is an asset.