



UBC Critical Care Medicine

Bringing Excellence in Critical Care, Teaching and Research to the Bedside

Program Director(s) Job Description

The Program Director(s) (PD) for Critical Care Medicine (CCM), is responsible for the overall conduct and evaluation of the UBC Postgraduate Medical Education program in the Department of Medicine, Division of Critical Care Medicine. The PD(s) is expected to liaise with the PGME and other leaders in CCM to ensure that the training program offered is of the highest quality. The PD(s) must ensure the training program meets the Royal College of Physician and Surgeons of Canada (RCPSC) standards and objectives of training. The PD(s) works together with the Program Administrator and Residency Program Committee (RPC) in achieving the goals and objectives of the program.

Qualifications

- Member of University of British Columbia, Faculty of Medicine with certification in Critical Care Medicine subspecialty.
- Strong communication and interpersonal skills.
- Demonstrated skill in teaching.
- Leadership ability.
- Resident advocacy skills and interests.
- Working knowledge of the principles of postgraduate medical education.

Resource Requirements

- In accordance with the recommendations of the PGME Office, adequate protected time, remuneration, and administrative support relative to the size of the program.
- The support of the Department Head, Division Head and Faculty.
- Appropriately located and equipped office space in proximity to residents, the Program Administrator, and resident files. Due to the distributed nature of our program, it may not be possible for all parties to be at the same training site. However there must be adequate means of communication and meeting venues for the program to occur.

Responsibilities

The Program Director(s), assisted by the RPC and the Program Administrator, has the following specific responsibilities and duties:

Resident Education

- Development and operation of the program such that it meets the general and specific standards of accreditation of the RCPSC and the UBC PGME. This includes the selection and scheduling of rotations, selection of core sites and electives, academic curriculum, and other program events.
- Creation of a formal academic half day curriculum that meets RCPSC standards and prepares the resident for their RC examination, as well as for independent practice.
- Ensures that there is an appropriate balance of education and service observed in the program.
- Evaluation and promotion of residents in accordance with existing RCPSC and UBC PGME policies.



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- Develops and maintains the annual rotation schedule for each CCM resident.
- Tracks vacation, allowed days off, study time, leaves, etc. for each CCM resident.
- Ensure completion of resident evaluations including ITERs, EPAs etc. as guided by CBME and CanMEDS roles.
- Ensures maintenance of resident files.
- Ensure the opinions and concerns of the residents are heard, and that formal resident feedback is incorporated, including the evaluation of faculty, rotations, and curriculum.

Resident Wellness

- Meets with residents at least every 6 months, or more frequently if necessary, to ensure resident wellness, assist with career planning, performance review etc.
- Ensures each resident has a committed and supportive Academic Advisor.
- Responds to resident difficulties such as those related to stress and wellbeing, and offers counseling of residents or referral to external support as needed.
- Planning of special events including the welcome dinner for new residents, holiday party, annual resident retreat and the resident graduation event.
- Ensures residents are aware of the Resident Counselling and Peer Support (RCAPS) Office.

Program Administration

- Ensures that the program is in accordance with the mandate of the UBC Faculty of Medicine, the UBC PGME office, the RCPSC and the CPSBC. Therefore the PD(s) require a high level of understanding of accreditation and credentialing requirements, the CaRMS institutional contract, educational licensure, their own program policies, and the PGME policies.
- Chairs the RPC and pre-circulates agendas and attachments, provides minutes following each meeting, and ensures that recommended actions occur and are reported back to the committee. The RPC Terms of Reference and membership should be reviewed regularly to ensure representation from the major educational sites and content areas.
- Creation and review of program specific policies.
- Continuous quality improvement of the training program including review of program policies, review of committee terms of references, review of rotations (core ICU and electives), review of AHD curriculum etc.
- Ensures maintenance of an appeal mechanism, procedural fairness, reasonable decision-making, and appropriate transparency within the program.
- Sits on the Competence Committee and oversee resident evaluation, and promotion. Ensures decisions for promotion, remediation, probation, and dismissal are made in a fair manner and in accordance with UBC PGME policies.
- Maintain an ongoing awareness of resident's overall performance and wellbeing. Concerns must be presented to the resident and the RPC/CC in a timely manner.
- Sits on the PGME Committee, and as such, must attend or be aware of (through circulated documents) monthly meetings, the annual PGME retreat, and other PGME activities and policies.
- Sits on the National Specialty Program Director's committee.
- Sits on the UBC Subspecialty Program Directors committee.



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- Ensures that program documents and schedules are up to date and are distributed and/or accessible by relevant parties.
- Ensures that program information, notices, and other important communications are shared with the residents.
- Ensures the maintenance of the UBC CCM program website.
- Creates the annual training program budget and ensures financial management of program funding from the PGME office.
- Oversees preparation for program accreditation through compilation of documentation, scheduling etc for both internal and external reviews.
- Ensures that the CCM training program and the residents meet credentialing requirements and deadlines.
- Ensure residents are connected to various supports including credentialing offices, licensing bodies, and examination boards.
- Ensure residents have appropriate support on rotation including lockers, pagers, call rooms and working space/offices.
- Selection of candidates for admission into the program in accordance with CaRMS (where applicable) and UBC PGME regulations. Overseeing the organization of CaRMS is the responsibility of the PD(s) in conjunction with the RPC.
- Plan and advocate for program growth when indicated by workforce assessments and program quality and capacity.
- Maintains resident needs as a main priority in the delivery of the UBC CCM training program.

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