

**Residency Director
Department of Family Medicine
Carver College of Medicine, The University of Iowa**

The Director of the University of Iowa Family Medicine Residency Program is responsible for the education and training of all Family Medicine residents regardless of training track.

RESPONSIBILITIES

Education Administration –

Initiates, coordinates, and administers policies, procedures, and activities which enhance education and training in the Residency Program

- makes recommendations about the type and the number of teaching faculty and staff needed for successful administration of the program
- prepares appropriate job descriptions for residency faculty and support staff
- supervises residency faculty and staff on a regular basis
- evaluates the performance of teaching faculty and staff on a regular basis
- facilitates the development of proposals for external funding of education programs
- develops, maintains, and expands education-related resources for the residency.
- contributes to departmental strategic planning efforts and assures accomplishments pertinent to existing strategic plan(s)
- represents the Department on College, UIHC, University, and external education committees and forums as directed by the Head of DFM.

Training Settings

Responsible for educational operations of the Family Medicine Center(s)

- identifies and provides appropriate facilities in which residents can train under the supervision of qualified faculty
- develops training-related policies and procedures for the Family Medicine Center(s), other ambulatory training settings, and in-patient service(s)
- serves as liaison between the Family Medicine Residency Training Program and other residency programs
- represent the program at the UIHC GME Committee and the Iowa State Wide Programs.

Recruitment

Put in place a program for the successful recruitment and selection of residents. The Program Director will develop screening criteria for prospective residents which are in accord with best practices and faculty recommendations.

Residents

Will perform timely evaluations of residents.

- design and implement remedial interventions when resident academic, personal, or professional performance is unacceptable
- meet with each resident on a semi-annual basis to review performance and provide feedback
- oversees orientation of new residents to the Family Medicine Center(s), hospital(s), and other health care resources
- establishes training schedules for each resident including continuity of care training at the Family Medicine Center(s)
- documents the residents' experiences through experience logs, chart review, and on-site review
- provides feedback to the residents ensuring constant professional improvement
- evaluates residents' activities throughout all phases of training, including periodic review of RRC-FM requirements, recommending changes as necessary

- is alert to residents in stress and available to assist with particular problems and assists residents in career development.

Curriculum and Teaching

Continually develops a curriculum emphasizing family medicine principles that includes appropriate balance between the many disciplines of medicine, surgery, behavioral science, and ancillary health disciplines

- evaluates existing curriculum on a continual basis, recommending changes as needed
- assures that resident physicians are trained and follow Department policies for documentation and billing procedures
- assures that residents are compliant in the training required to work in the hospital
- stimulates residents to be aware of their roles in the delivery of comprehensive health care through appropriate curriculum and modeling
- evaluates the overall training program on a regular basis to ensure optimal educational experiences for each resident.
- will participate in the development, submission, and implementation of residency training grants in cooperation with others within the Department of Family Medicine.
- creates a culture of learning.

Regulatory Issues

Prepares RRC-FM Program Information Form(s) for accreditation purposes responds to RRC-FM communications and directives and maintains the residency program in full accreditation.

-Meets all requirements put forth in the ACGME family medicine program requirements for program directors

Patient Care

Maintains an appropriate clinical practice and serves as a positive role model for family-oriented, continuous and comprehensive care.

QUALIFICATIONS

- The Residency Director will be a full-time faculty member in the Department of Family Medicine, either in the tenure track or the clinical track.
- Must be trained as a family physician, Board Certified in Family Medicine, and licensed in Iowa to practice medicine.
- Must possess an experience following one's residency/fellowship as a clinician, administrator and resident educator for a length of time required by the RRC (currently "a minimum of two years full-time professional activity in family medicine as well as teaching experience in a family medicine residency.")
- Must possess advanced training, for example, extended faculty development, a certificate program or degree and a commitment and dedication to the education of resident physicians in all clinical and non clinical areas pertinent to the specialty
- Must demonstrate active involvement in clinical practice, continuing medical education, regional and national professional organizations and scientific societies, and scholarly activities as evidenced by academic publications or presentations
- Demonstrated evidence of a commitment to diversity in the educational community.

REPORTING RELATIONSHIPS

The Residency Director reports to the Associate Head of Education and the Head for the Department. Like all residency directors within the UIHC, the Residency Director is responsible to the Director and Designated Institutional Officer (DIO), Graduate Medical Education for issues that are institutional or RRC-FM related. The Residency Director seeks leadership and guidance from the Associate Heads of the Department, particularly the Associate Head of Education. The Residency Director works collaboratively with other directors of education-related units and the Director of the Family Medicine Clinic. The Associate Residency Director reports to the Residency Director.