

## Program Director / Assistant Program Director / Program Administrator Roles

**2024-2025** Dr. Peter Wang, Program Director  
 Dr. Jeffrey Campbell, Assistant Program Director  
 Kimberly Nitz, Program Administrator

### **FIRST POINTS OF CONTACT FOR RESIDENTS:**

#### Program Administrator:

- On-Call schedules (questions, changes)
- All education schedules
- Rotation schedules
- Vacation requests/concerns
- Elective proposals/questions/paperwork
- All administrative forms incl. reference forms
- Site Switches (approved by APD)

#### Program Director/Assistant Program Director:

- Safety concerns
- Personal/wellness concerns
- Education advice/career help
- Professionalism concerns
- Interpersonal conflicts
- Peer to peer positive feedback

**\*Please adhere to this so the PD's do not receive unnecessary emails \***

#### Program Director Roles

1. Resource for residents and faculty
2. Plan/organize resident research day with Research director
3. Organize/schedule biannual lap/surgical simulation courses and biannual OSCEs
4. Develop and revise policies and procedures
5. Prepare documentation for accreditation
6. Develop/revise curriculum and program evaluation schedule
7. Prepare objectives and curriculum mapping (including EPA and CanMEDs)
8. Participate in Urology Finance Committee
9. Attend all Royal College/Department of Surgery/Division of Urology meetings
10. Chair, Residency Program Committee
11. Chair, Fellowship Director Committee
12. Chair, CaRMs Subcommittee
13. Complete FITERS annually
14. Attend bi-annual resident review meetings
15. Ad hoc meetings with residents
16. Attend annual ICRE conference

#### Assistant Program Director Roles

1. Assist with Resident Research Day planning
2. Assist PD in organizing and scheduling biannual lap/surgical simulation courses and OSCEs
3. Plan and coordinate summer Olympics
4. Attend biannual Resident Review Meetings
5. Chair, Competence Committee
6. Chair Residency Program Committee in absence of PD
7. Coverage for PD if PD away
8. Member, CaRMs Subcommittee
9. Assist PA with resident rotation schedule and approve resident electives
10. Organize reading schedule
11. Assist with aspects of accreditation process
12. APD to attend annual ICRE conference if PD unable to attend

#### Program Administrator Roles:

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Resource for residents and faculty</li> <li>2. All administrative forms incl. reference forms/letters</li> <li>3. Coordinate and prepare all education schedules and activities</li> <li>4. Rotation schedules</li> <li>5. Prepare all documentation for accreditation</li> </ol> | <ol style="list-style-type: none"> <li>6. Resident support (communication, schedules, call conversions, vacation requests, annual travel, reimbursement, electives, references)</li> <li>7. Prepare and support all documentation for RTC, CC, orientation</li> <li>8. Assist with all aspects of CaRMS process</li> </ol> |
|---|--|