### Various roles and responsibilities of Associate/Assistant Program Directors

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**Opportunity to be innovative since we don’t have the same administrative responsibilities of the PDs**

### Benefits of the Med-Peds APD role

- Build new ideas, new program
- Don’t have to give as much negative feedback
- Face to face time with residents – liaison
- Working with PD
- Get to do something wanted to do – less academic at original basis (community clinic)
- Increased opportunities to interact with residents because don’t have same responsibilities of the PD and have more varied clinical responsibilities inpatient and outpatient

*O’Toole, Kinnear, VanDeusen*
### Challenges of the Med-Peds APD role

- Undefined role in categorical programs
- Lack of defined job description and defined roles and responsibilities for the Med-Peds program
- Old school traditions – Folks still learning about Med-Peds, being ambassador to categorical programs
- Lack of adequate protected time for administrative tasks – challenge for work-life balance
- Balance time as APD and what you are required to do in medicine and peds programs
- Geographically distant from residents
- Morphed job – so many positions, and not quite getting to PD
- Lack of mentorship
- Challenges setting limits and saying “no” as your job and responsibilities evolve over time
- Finding one’s identity separate from the PD who is your friend/mentor
- PDs that leave suddenly and new PD comes in with limited experience of knowledge of the system
- Ambulatory curriculum lags behind hospital training
- Not having a role of “super chief resident” and getting pulled into jobs that should be assigned to chiefs
- Challenges being academically productive as an APD (Lack of time, training and support)
- If you are only inpatient, you lose connection with the outpatient clinic world, and vice versa
- Balancing other local and national roles
JOB DESCRIPTION for Associate Program Director
Combined Internal Medicine/Pediatrics Residency Training Program
Cincinnati Children’s Hospital/University of Cincinnati Department of Internal Medicine
Revised 8-20-2013

Reports to:
• Med-Peds Residency Program Director
• Division Director

Requirements:
• Primary appointment at Cincinnati Children’s Hospital

Consideration:
• Fellowship training or equivalent (Master’s degree)
• Desired: experience in the Cincinnati clinical training system and GME experience

Responsibilities:
• Program Administration (5%)
  o Weekly meetings Med-Peds leadership administration meetings (1 hour weekly)
  o Participate in MP Chief selection process
  o Monitor duty hours of MP residents
  o Participate in development, implementation, and revision of educational experiences for the MP residents along with the PD

• Participate in recruitment (10%)
  o Review applications, create summary sheets, attend overview, one-on-one interviews with applicants, correspond with applicants, attend committee meetings for list

• Evaluation and mentoring of residents (5%)
  o Meet with all residents once a year and review monthly evaluations, clinic statistics, career planning, core competencies performance and credentialing items
  o Provide career mentoring to residents
  o Provide feedback and guidance to residents

• Med-Peds Conferences (2.5%)
  o Attend and participate in weekly med-peds conference

• Meetings (2.5%)
  o Internal Medicine Educational Core Governance Committee (1 hour per month)
  o Med-Peds Competency Committee Meeting (0.5 hours per month)
  o Program Directors Committee meeting at TUH (0.5 hour per month)
  o Cincinnati Children’s curriculum committee (0.5 hours per month)
  o APDIM, APPD, MPPDA (2 conferences per year)

Commitment:
• Begin with 25% effort
• Goal is for eventual promotion to program director
Resident Recruitment
- Interview 80 candidates (a full day per week for three months)
- Applicant communications, second site visits, and follow up planning
- Review applicant files and assist PD in applicant selection for interview
- Assist PD in producing applicant packet materials, website materials, interview presentation
- Assist PD with oversight of program coordinator duties: Prepare applicant packets, applicant travel and dinner arrangements with residents, tours, communications

Resident Advising
- Mentor for resident scholarly work: Match residents with appropriate mentor for scholarly interests. Serve as primary mentor for multiple ongoing advocacy and quality improvement projects per year. Poster and paper review.
- Career advising: regular meetings with residents for career exploration, mentor selection, preparation of CV and letters of recommendation for employment or fellowship
- Annual review of resident block schedules to assure meeting graduation requirements and career goals; coordination and communication of changing med-peds program requirements with categorical programs
- Assist PD in semi-annual resident review process for 22 residents
- Personal advising of med-peds residents in stress management, career balance and wellness to enhance resilience
- Student advising and promotion of the med-peds residency program through the med-peds interest group, mock interviews, and review of Vanderbilt student CVs and personal statements, community dinners, and letters of recommendation

Program Administration
- Monthly meetings with senior residents to coordinate: noon conference curriculum, clinic quality improvement, interview process, clinic scheduling, and problem solving both med-peds specific concerns and categorical program concerns affecting med-peds resident
- Assist PD in tracking of duty hours and justifications; participating in system remediation when appropriate
- Integration of changing educational and assessment program requirements for internal medicine, pediatrics and med-peds
- Assist PD in assuring adequate volume of clinic patients for resident learning (monthly audit review, coordination with pediatric clinical services, clinic scheduling adjustments)
- Assist PD in annual orientation, graduation, and ongoing med-peds community events to assure commemoration of milestones, training, and networking opportunities for residents

Teaching responsibilities:
- Weekly noon conference: curricular oversight and regular content delivery
- Weekly clinic curriculum: topic planning, writing, editing, and implementing
- Annual orientation to program and to med-peds continuity clinics
- Oversee resident clinic group quality improvement projects through conference didactics and in-clinic data collection, staff recruitment, and longitudinal implementation and evaluation
- Assist PD in development of NAS mandated new assessment tools
- Assist PD in informing categorical clinical competence committees and integrating the data from those committees with med-peds specific data into a comprehensive evaluation plan for all MP residents
- Oversee resident patient care: assure adequate and timely documentation, answer clinical questions regarding difficult cases, telephone call and patient affairs questions
Quality Improvement MP APD Job Description, 10% commitment
Position: Internal Medicine-Pediatrics Faculty
Assistant Program Director for Quality Improvement, Internal Medicine-Pediatrics Residency Program
Primary Care Physician, UCMC Med-Peds Clinic
Revised 10-20-14

Description:
Noon conference teaching activities:
• Noon conference 4 times a year on quality improvement topics and clinic initiatives, average 2 hours per month
• Lead “defense of the measures” to be debated by the residents, to direct yearly QI projects

Other teaching activities:
• MP Clinic Re-Immersion Epic use optimization leader

Mentorship:
• Mentor med-peds residents and Med-peds chief resident

Scholarly activities:
• Faculty advisor for required MP3/MP4 scholarly projects:
  o 7 posters for clinical vignettes and quality improvement projects per year on average

Administrative role:
• Core Interviewer for the MP Residency, during recruitment/interview season. Participate in the MP Residency Overview on Tuesday mornings.
• Participate in the Internal Medicine CR5 weekly meetings on Wednesday morning
• Attend MP noon Conference

Assistant Program Director Quality Improvement direct role
• Develop and run QI workshops that constitute the four year longitudinal quality improvement curriculum for the Med-Peds residents
  o Small group on QI science with residents, 6 for each resident, delivered during Ambulatory Rotations, average 8 hours per month
• Mentor MP3 and MP4 quality improvement program development and execution
• Mentor creation of scholarly work stemming from these projects
• Interface with quality improvement leaders at UCMC/CCHMC, including
  o Jeff Norton, VP for Quality Improvement, UCMC
  o Eric Warm, Clinic Director, UCMC IM Resident Clinic
  o Christine Burrows, Clinic Director, UCMC Med-Peds Clinic,
  o Megan Sullivan, Director for Quality, UC Physicians
  o Brad Mathis, Director for Clinical Operations, UC Internal Medicine
  o Uma Kotagal, Anderson Center at CCHMC
  o Maria Britto, Anderson Center at CHMC
• Lead interdisciplinary teams (including residents and faculty) for quality improvement initiatives at the UCMC Med-Peds Clinic
• Distribute and assist with interpretation of data on a monthly to weekly basis to MP Residents, Faculty, and Clinic Staff Members, as well as to patients
• Interface with EPIC Analysts to improve systems and to obtain data, including Jon Dinnesen
**Med-Peds Residency Associate Program Director Job Description**

*Courtesy of Reed VanDeusen, Univ Pittsburgh*

- Mentor to 8 residents per year: meet with them every 3 months for 1 hour at a time

- Director of ambulatory education for residents:
  - Director of pre-clinic conference curriculum
    - Coordinate the pre-clinic conference schedule and ensure timely review of topics by reviewers
    - Ensure that modules are posted on medhub
  - Director of Med-Peds Ambulatory (MPA) rotations
    - Coordinate residents' MPA schedules
    - Ensure residents have excellent ambulatory educational experiences by coordinating with categorical programs' ambulatory rotation leadership and by exploring new opportunities across the institution
    - Complete evaluations of residents for ambulatory rotation

- Director of the Adult half of the Combined Med-Peds Continuity Clinic at the Primary Care Center of Turtle Creek
  - Coordinate with peds leadership on resident clinic templates
  - Meet with Turtle Creek leadership regularly
  - Notify preceptors and residents of changes/updates regarding the office

- Accreditation:
  - Monitor resident continuity clinic patient numbers and report to leadership on regular basis

- Residency Recruitment activities:
  - Interview Applicants for residency: 2 applicants twice/week during the winter months of residency recruitment
  - Co-facilitate Med-Peds Residency Program Overview for applicants with Program Director. 1 hour session, twice/week, during recruitment months.

- Clinic preceptor: precept MP residents in continuity clinic