

UMass Worcester Family Medicine Residency
Associate Program Director “A”
Job Description
January 2022

Introduction

The UMass Worcester Family Medicine Residency is a cornerstone for the Department of Family Medicine and Community Health at the University of Massachusetts Medical School and UMass Memorial Health Care. At present, the program trains 36 residents, with 12 residents assigned through separate match numbers to each of three community-based Family Health Centers for the ambulatory portion of their training. The program is administered centrally with the Program Director’s office based at the Memorial campus of UMass Memorial Medical Center.

The Program Director is assisted by faculty who provide oversight for various portions of the curriculum, while maintaining their clinical practices at one of the residency’s Family Health Centers. The Associate Program Directors (APD) assist the Program Director in various aspects of the administration of the residency, ensuring a rich learning environment and curriculum that meets ACGME requirements. The APDs report to the PD for residency-related work. The offset for each APD role is 0.20 FTE.

Associate Program Director “A”

Criteria

Associate Program Director “A” is a physician (DO/MD) who has a current MA medical license, is certified by the American Board of Family Medicine and is at least 3 years post-residency, with leadership experience in a residency program.

Educational Responsibilities

1. Oversee and coordinate overall rotation curricula
 - a. Chair Curriculum Committee and oversee the review of all curricular elements annually
 - b. Update WFMR Curriculum Guide annually
2. Develop and enhance the central residency Tuesday afternoon didactic curriculum.
 - a. Coordinate the invitation and scheduling of facilitators including our own residents, faculty within the Department of FMCH and off-service faculty and fellows.
 - b. Coordinate and facilitate swings in collaboration with Associate Director of Admissions
 - c. Oversee the curriculum of rotation-specific didactics in collaboration with the relevant unit directors
 - d. Oversee workshop evaluations and dissemination to the faculty presenters.
3. Oversee the Board Review Curriculum
 - a. Precept Board Review electives
 - b. Support coaches and Ed Directors in devising study plans & individualized learning plans for residents identified as at-risk

- c. Create innovative curriculum for board preparation within existing curricula
4. Other duties as assigned.

Residency and Departmental Responsibilities

1. Serve as a member of residency committees: Executive Committee, Unit Directors Committee, Curriculum Committee (Chair), Program Evaluation Committee and other committees upon request by the Program Director
 - a. Provide ongoing communication to the Unit Directors and Program Director regarding resident performance and educational experience.
 - b. Co-chair relevant task forces upon request of the Curriculum Committee and/or Program Director
2. Participate as an active member of the central residency team
 - a. Provide back-up to the Program Director during recruitment season
 - b. Participate in central residency team huddles
 - c. Cross-train to APD B's roles in case of absence
3. Participate in departmental faculty development activities, especially those devoted to the development of academic skills
4. Participate in departmental research and scholarly activities
5. Participate in Graduate Medical Education Committee

Clinical Activities

1. Clinical practice at one of the family health centers within the residency
2. Inpatient clinical duties as contracted