ASSISTANT PROGRAM DIRECTOR – INTERNAL MEDICINE RESIDENCY PROGRAM
GENERAL JOB DESCRIPTION

1. General
   a. Assistant Program Directors (Assistant PDs) are faculty who report to and assist the program director in the administrative and clinical oversight of the UW Internal Medicine residency program (“the program”). The ACGME Review Committee for Internal Medicine does not mandate a position of assistant program director nor has a description for such a position, yet several programs have created these roles to help with the management of the program.

2. Qualifications
   a. Assistant PDs must each be an institutionally based faculty appointee.
   b. Assistant PDs must hold current certification from the American Board of Internal Medicine in either Internal Medicine or a subspecialty.
   c. Assistant PDs must be clinicians with broad knowledge of, experience with, and commitment to internal medicine as a discipline, and to the generalist training of residents, whether they themselves were trained as general internists or as subspecialists.

3. General Responsibilities
   a. Assistant PDs must dedicate an average of 20% of their time to the administrative and educational aspects of the educational program, as delegated by the program director, and receive institutional or programmatic support for this time.
   b. Assistant PDs must assist in the general administration of the program, including those activities related to the recruitment, selection, instruction, supervision, counseling, evaluation, and advancement of residents, as well as the maintenance of records related to program accreditation.
   c. Assistant PDs will report directly to the Program Director for their time as it relates to their duties as an Assistant PDs. An Assistant PD will also work with the Associate Program Directors to help carry out their general responsibilities as well as their specific programmatic and/or curricular responsibilities.
   d. Assistant PDs must participate in academic societies and in educational programs designed to enhance their educational and administrative skills.
4. Specific Responsibilities

a. In addition to the above general responsibilities, each Assistant PD will assist with curricular development and oversight for one major component of the training program as defined in their offer letter.

b. Assistant PDs will be expected to participate in a majority of monthly meetings of the PD and Associate and Assistant PDs, monthly meetings with of the Medicine Residency Advisory Committee (MRAC), bimonthly meetings of the medicine housestaff, and monthly individual meetings with the Program Director.

c. Assistant PDs will be expected to travel to at least one Association of Program Directors in Internal Medicine (APDIM) meeting annually.

d. Assistant PDs will serve as an advisor and/or mentor for a subset of the residents across all 3 years of the training program within the parameters of our Mentorship Program.

e. Assistant PDs will participate in the semi-annual evaluation and annual summary process for the residents.

f. Assistant PDs should participate with some regularity in the teaching conferences within the program including but not limited to Morning Report, Intern/Resident Teaching Conference, Noon Conferences, Journal Clubs, Morbidity and Mortality Conference, Pre-clinic Conference, and Chair or Chief’s Rounds.

g. Assistant PDs will serve on the Residency Program Clinical Competency Committee.

h. Assist in the preparation of ACGME accreditation materials and participation in site visits and other aspects of accreditation.

i. Assistant PDs will assist in the screening of applicant files, interviewing of applicants, participation in the open house days, and participation in the selection committees for the various NRMP tracks.

j. Assistant PDs will continue to be clinically active and serve as an attending physician on inpatient or ambulatory rotations.

k. Other duties or responsibilities as determined by the Program Director.