ASSOCIATE PROGRAM DIRECTOR – INTERNAL MEDICINE RESIDENCY PROGRAM
JOB DESCRIPTION

1. General
   a. Associate Program Directors (APDs) are faculty who report to and assist the program
director in the administrative and clinical oversight of the UW Internal Medicine
residency training program (“the program”). Based on ACGME RRC rules, the
program requires a minimum of 5 APDs based on the size of our program.

2. Qualifications
   a. APDs must each be an institutionally based faculty appointee.
   b. APDs must hold current certification from the American Board of Internal Medicine in
      either Internal Medicine or a subspecialty.
   c. APDs must have documented clinical and academic experience to ensure effective
      implementation of the Program Requirements.
   d. APDs 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. APDs must dedicate an average of at least 20 hours per week to the administrative and
      educational aspects of the educational program, as delegated by the program director,
      and receive institutional support for this time.
   b. APDs 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. APDs will report directly to the Program Director for their time as it relates to their
      duties as an APD.
   d. APDs 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 APD will assist with curricular development and oversight for one major component of the training program:

   i) Primary Care program  
   ii) Didactic curriculum oversight and development  
   iii) Research and scholarship program components  
   iv) Outcome measures and evaluation  
   v) Wellness and professional development

b. Within each of these areas, the APDs will be responsible for developing special education projects, quality improvement projects, or other unique educational opportunities for the trainees.

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

d. APDs will be expected to travel to at least one Association of Program Directors in Internal Medicine (APDIM) meeting annually or other equivalent educational conference applicable to the position of APD, such as SGIM or ACP.

e. APDs 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.

f. Participate in the semi-annual evaluation and annual summary process for the residents.

g. APDs 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, and Chair or Chief’s Rounds.

h. APDs will serve on the Residency Program Clinical Competency Committee.

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

j. 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.

k. Continue to be clinically active and serve as an attending physician on inpatient or ambulatory rotations.

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