

## **Postgraduate Education (PG) Site Director General Psychiatry Residency Program**

### **Role Description**

The Postgraduate (PG) Education Site Director for the General Psychiatry residency program at the University of Toronto leads residency program education at the interface of the residency program and the hospital training site. The Site Director's primary responsibilities are to ensure that residents are equipped with all site-based resources to both learn and provide clinical care to patients at the site along with overseeing the learning environment and learner experience for residents. PG Site Directors also cultivate a community of practice that supports faculty teachers in their learning and development as resident supervisors.

PG site directors are a residency program requirement.

The capabilities and skills of the Site Director include:

- Medical Education background – Working knowledge of core aspects of medical education related to teaching, assessment, and learning.
- Management Skills – Manages site-related postgraduate education needs (e.g. registration, rotation assignment and assignment of supervisors, assessment of learners, feedback from key stakeholders etc.).
- Professionalism and Self-Management – Aligns personal and organizational conduct with ethical and professional principles that include responsibility, self-reflection, and self-discipline. The Site Director demonstrates a commitment to lifelong learning and leads by example.
- Stakeholders' Engagement – Monitors, seeks information from, and networks with site-based stakeholders in residency education. In doing so, the Site Director develops an understanding of how things work at their site, identifies trends and priorities, and builds individual and organizational relationships that support a culture of teaching and learning.
- Communication and Relationship Management – Communicates clearly and in a responsive manner with a diversity of individuals, groups, and organizations involved in site-based residency education.
- Knowledge of the [PARO](#) (Professional Association of Residents of Ontario) collective agreement.
- Knowledge of residency program and University of Toronto Postgraduate Medical Education (PGME) guidelines and policies related to residency program education.

### **Specific Responsibilities:\***

#### Residency Program

- Attendance at the following meetings:
  - Psychiatry Residency Program Committee (PRPC)
  - Psychiatry Education Advisory Committee (PEAC) meetings
  - Annual PG Education/Residency Program Retreat
- Participation in general psychiatry residency program activities related to continuous quality improvement (CQI) of the learning environment

- Liaising with faculty teachers at their site to participate in Competence by Design (CBD) related requirements – e.g. CBD coaches, PCS (Psychiatry Competence Subcommittee) meetings and co-chairs
- Stewarding enhanced support plans either via the Resident Assessment and Support Subcommittee or the Board of Examiners-Postgraduate in collaboration with the Program Director or their delegate (Associate or Assistant Program Director)
- Responding to any site-based residency program issues
- Updating the Program Director, General Psychiatry Residency Program about any significant site-based events

#### Site-Based

- Attending to all operational aspects of residency program education at the site
- Selection and mentorship of Chief/Senior Administrative Residents
- Regular meetings with site-based administrative support for residency education
- Regular meetings with site-based faculty leadership for residency program core rotations
- Collaborating with the site-based Psychotherapy Coordinator to ensure that psychotherapy education requirements are fulfilled

\*Please note that responsibilities may vary at different sites. Above is a list of core responsibilities. Other responsibilities as per discretion of Psychiatrist-in-Chief/Head (PIC/H) in consultation with the Program Director, General Psychiatry, tailored to the needs of the site.

#### **Additional Information**

- The Site Director reports to the hospital PIC/H or their delegate and the UofT Program Director, General Psychiatry.
- Term of appointment and regular performance reviews as per PIC/H or their delegate.
- Administrative support and office space as per PIC/H.
- Stipend as per PIC/H (considering breadth and size of resident portfolio at the site).

**Prepared by:** Director, General Psychiatry Residency Program with PRPC

**Approved by PRPC:** July 7, 2025

Initial approval September 13, 2021 with minor revisions July 2025

**Date of next scheduled review:** 2028-29