

DEPARTMENT OF MEDICINE
PROGRAM DIRECTOR, INTERNAL MEDICINE RESIDENCY

POSITION DESCRIPTION

SUMMARY

The Penn Internal Medicine Residency training program was established to educate and support the career development of an exceptional group of physicians in the specialty of Internal Medicine. Our primary mission is to prepare leaders – preeminent clinicians, educators, and researchers – to pioneer advances in health and medicine. Our residents have a strong academic record and a wide range of interests with outstanding academic potential. Training occurs across 3 medical centers: Hospital of the University of Pennsylvania, Penn-Presbyterian Medical Center, and the Corporal Michael J. Crescenz Department of Veterans Affairs Medical Center—all of which are within walking distance of the campus of the University of Pennsylvania. Our department trains residents in categorical internal medicine, combined internal medicine – pediatrics, and combined internal medicine - dermatology. Additionally, within the categorical residency training program we have a robust pathway program for the training of physician scientists as well as dedicated tracks for training in primary care, medical education leadership, global health equities, and healthcare leadership in quality.

The Program Director provides effective leadership and accountability for the Internal Medicine training program, working in conjunction with the Vice Chair for Education, the Chair of the Department of Medicine and Vice Chairs, Division Chiefs, Associate Residency Program Directors, Subspecialty Fellowship Program Directors, and Penn Medicine leadership, as appropriate. The Program Director will administer and maintain an educational environment conducive to educating housestaff in each of the ACGME competency areas.

SCOPE OF RESPONSIBILITIES

The responsibilities of the Program Director will include, but are not limited to:

Oversight of Educational Programs

1. Adapt and conduct the program in a fashion that is aligned with the missions of Penn Medicine as well as the needs of the West Philadelphia and greater University of Pennsylvania community.
2. Administer and maintain a learning environment conducive to educating residents in each of the ACGME core competency domains.
3. Ensure that the program is committed to and responsible for promoting patient care quality and safety and resident well-being in a supportive educational environment.
4. Implement the Internal Medicine Residency Education Strategic Plan in association with the Vice Chair of Education and hospital administration.
5. Oversee program continuous quality improvement.
6. Be available and accessible to residents and meet with each resident at least twice annually.
7. Oversee and ensure the quality of classroom and clinical education at all sites that participate in the program, reviewing and updating educational curricula as needed.
8. Supervise all educational tracks in the internal medicine residency program and oversee the internal medicine component of combined residency programs under the auspices of the Department of Medicine and in association with the Associate Residency Program Directors.

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9. Supervise and collaborate with the local education director at each participating site who is accountable for resident education.
10. Supervise, evaluate and provide feedback to faculty with program leadership roles and approve continued participation at least annually and selection when needed.
11. Consistently model professionalism for all residents.
12. Maintain sufficient professional ability to practice competently and independently.
13. Ensure ongoing diversity, equity and inclusion in program leadership and learners.
14. Collaborate with Department and Division leadership to ensure that faculty's teaching abilities are systematically reviewed and feedback is delivered to faculty.
15. Oversee the resident advising and mentoring program.
16. Oversee recruitment, selection, evaluation, promotion, disciplinary action, and supervision of residents.

Compliance with Regulatory Requirements/Maintenance of Accreditation

1. Implement policies and procedures consistent with the institutional and ACGME program requirements including, but not limited to, duty hours, clinical learning environment, and moonlighting.
2. Prepare and submit all information required and requested by the ACGME, DIO, and GMEC.
3. Routinely audit compliance with all ACGME and Review Committee policies and procedures.
4. Fulfill responsibilities as outlined by the University of Pennsylvania Office of GME and ensure program compliance.
5. Oversee recruitment and selection of residents while abiding by all program matching requirements of the NRMP and/or applicable matching programs.
6. Complete a final summative competency-based evaluation for each resident who completes the program.
7. Monitor supervision of residents at all participating sites.
8. Ensure compliance with grievance and due process procedures.
9. Provide verification of satisfactory program completion for all graduating residents within 30 days.
10. Monitor the need for and ensure the provision of back up support systems when needed.
11. Plan, oversee, and report on the DOM Residency GME budget in association with the Vice Chair of Education and the Director of Medical Education.

DIRECT REPORTS

- Vice Chair for Education
- Chair, Department of Medicine

CANDIDATE QUALIFICATIONS

Education/Certification

- MD or equivalent with suitable leadership and educational experience.
- Licensure or eligibility for licensure in the Commonwealth of Pennsylvania and board-certified in Internal Medicine by the American Board of Internal Medicine (ABIM) or equivalent.

Knowledge and Work Experience

- At least three years of documented educational experience with preference for evidence of leadership in graduate medical education (i.e., successfully holding a position as an

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Associate Program Director, Program Director, Director of Medical Education, or a Designated Institutional Official).

- Demonstrated track record of leadership agility, critical thinking and problem solving, effective communication and interpersonal savvy, cultural sensitivity, change agency, and teamwork.
- Strong clinical skills with ongoing involvement in patient care.
- Proven and established medical educator who has experience in curriculum development and mentoring trainees and has educational administrative skills.
- Regional to national scholarship presence in any or all of five educational activity categories as defined by the AAMC. This may be evidenced by original research, peer-reviewed publications, abstracts, workshops, or invited talks.
- Budget experience preferred but not required.

PROCEDURE FOR APPLICATION

CV and Letter of Interest are required; upload to interfolio via the appropriate link below (based on individual faculty tracks):

- Academic Clinician track application link: <http://apply.interfolio.com/126875>
- Clinician Educator track and Tenure track application link: <http://apply.interfolio.com/126869>

Questions should be directed to Jonathan F. McCabe.