



JOB DESCRIPTION

Residency Program Director

REPORTS TO: President and DIO, Waco Family Medicine – Institute

EDUCATION & EXPERIENCE

- Graduate of accredited medical school (MD or DO)
- Satisfactory completion of ACGME accredited Family Medicine residency program
- Board certified in Family Medicine
- Licensed (or license-eligible) by the Texas State Board, in good standing
- Minimum five years in Family Medicine practice or teaching
- Certifications: BLS (ACLS preferred)
- Minimum two years as an Associate Program Director or Program Director of a Family Medicine Residency Training Program
- Completion of, or willingness to complete, fellowship with National Institute for Program Director Development (NIPDD)

SKILLS

- Excellent verbal and written communication skills
- Outstanding interpersonal and conflict resolution skills
- Demonstrated ability to prioritize, problem solve, delegate, and lead projects to on-time completion
- Excellent team leadership and personnel management skills
- Personal characteristics of integrity, reliability, equanimity, initiative, flexibility, and ability to innovate
- Excellent critical thinking and data analysis skills
- History of progressive professional development
- Ability to function well in a high-paced and, at times, stressful environment
- Proficient with Microsoft Office Suite or related software
- Spanish language skills desirable but not required
- Obstetrical skills desirable but not required

PRIMARY DUTIES

The Residency Program Director is the principal physician Family Medicine residency management position and a member of the Clinical Leadership Team (Chief Clinical Officer, Chief Medical Officer, Associate Chief Medical Officer, Chief Nursing Officer, Chief Dental Officer, Residency Program Director, and Chief Behavioral Health Officer). The WFM-R PD oversees all Family Medicine residency clinicians (residents and faculty) to ensure consistency with Waco Family Medicine's practice standards and institutional goals.

- Supervision, direction, evaluation, and administration of Waco Family Medicine Residency (WFM-R) including:
 - direction and leadership necessary to obtain and/or maintain WFM-R with full ACGME/Family Medicine Residency Review Committee (FM-RC) accreditation
 - conduct ongoing review of the residency as required by the FM-RC
- Monitor faculty appointments, assignments, outcomes, and proper conduct of educational activities

- Ensure proper clinician recruiting, hiring, onboarding, retention, and staffing procedures, including commitment to creating an accessible, supportive environment and recognizing diversity and cultural competence as integral components of care excellence
- Continual improvement of WFM-R with in-service examination scores averaging higher than the national mean
- Generate and approve clinical teaching and research performance review of each faculty member and provide a copy of each written review to the DIO of WFM-I and the Chief Financial Officer of WFM
- Facilitate participation in the budgeting process relative to the residency program and promote the successful financial operation of WFM
- Work collaboratively with WFM's Executive Team to implement WFM's Strategic Operating Goals within the program
- Lead the development and continual improvement of WFM-R to be a leading program, as compared with peer programs nationally
- Lead by example with conduct always in accordance with the highest standards of professional ethics
- Facilitate ongoing collaborative educational relationships with all external teaching partners including but not limited to, both local hospitals
- Facilitate provision of an annual written Program Evaluation to the WFM Board with SMART goals for program development, enhancement and, where possible, diversification of revenue streams
- Demonstrate a reasonable effort to attend assigned faculty, departmental, and committee conferences/meetings.
- Participate in ongoing WFM-R quality improvement projects.
- Participate in faculty development activities
- Monitor compliance with the Medical Practice Act and other pertinent laws and regulations
- Report to the Executive Team and Clinic Board as needed

OTHER DUTIES

- Perform direct patient care
- Perform other duties as assigned

PHYSICAL AND MENTAL REQUIREMENTS

- Possess a valid Texas driver's license and appropriate liability insurance
- Visual and auditory accuracy
- Shift length - varies
- Indoor setting
- Continuous use of computer
- Long periods of sitting
- Frequent use of telephone and/or smart devices
- Continuous repetitive grasping and manipulation of both hands
- Continuous conversational communication
- Occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
- Occasionally carrying, lifting, pushing and pulling of up to 25 lbs.
- Occasionally working in confined, noisy, dusty areas
- Frequent use of personal car
- Understand/carry out simple/detailed, oral/written instructions
- Memorize and retain instructions
- Read and interpret detailed specifications
- Mental competency
- Tobacco non-user

- Physical accommodations will be implemented where necessary and feasible

REVIEWED WITH EMPLOYEE:

Employee

Supervisor

Date

2/15/2023