

Department of Pediatrics



The **University of British Columbia (UBC)** is Canada's third largest university and consistently ranks among the 40 best universities in the world. Primarily situated in Vancouver, UBC is a research-intensive university and has an economic impact of \$4 billion to the provincial economy. The **UBC Faculty of Medicine** educates health professional and life sciences students at the undergraduate, graduate and postgraduate levels, and pursues research – in the laboratory, in clinical settings and at the population and public policy level – to improve the health of people worldwide.

BC Children's Hospital (BCCH) cares for the province's most acutely ill or injured children and youth and pediatric patients with chronic medical disorders, and provides developmental and rehabilitation services to children and youth throughout BC. BCCH offers a wide range of health services and specialized health programs, is a leading acute care teaching facility, and conducts research to advance health and care through the BC Children's Hospital Research Institute, in partnership with the UBC. The pediatric residency program and 18 pediatric subspecialty training programs are accredited by the Royal College of Physicians and Surgeons of Canada.

General Pediatrics Residency Associate Program Director

**The University of British Columbia, Department of Pediatrics
BC Children's & Women's Hospital**

Overview:

The University of British Columbia, Department of Pediatrics is seeking a pediatrician to help oversee and lead the further development of the Pediatric Residency Program in conjunction with the Pediatric Program Director. This is an ideal position for a member of faculty who is excited by supporting excellent resident education.

The successful candidate will be a clinician with a documented interest in medical education. Further training would be an asset. Some experience in educational program management would be useful along with an interest in scholarly educational activity. This position would be ideal for a more junior clinician who has a strong interest in medical education.

Key Responsibilities (in conjunction with the Program Director):

- Oversee planning of the academic curriculum
- Co-Chairs the RPC Committee Meetings and manage RPC subcommittees
- Liaise with members of the Department around Pediatric residency training
- Participates in Education Site Visits to distributed sites
- Lead planning and curriculum development for Orientation block
- Participates as a member of the Research subcommittee
- Assist in annual review of rotation curriculum at the Curriculum Retreat
- Assist in the yearly process of developing the masterschedule
- Oversee assessment process for clinical settings
- Participates as a member in various Education committees

Full scope listed in the **job description**: <https://pediatrics.med.ubc.ca/about/careers/>

The Residency Associate Program director will report to the Associate Head Education, Department of Pediatrics.

Qualifications:

- Educational Leadership Experience: Demonstrated leadership experience within an academic or healthcare setting; has experience teaching medical students and residents.
- Communication Skills: Excellent verbal and written communication skills, with the ability to engage and collaborate effectively with diverse stakeholders including faculty, trainees, and administrative staff.
- Team Collaboration: Proven ability to work collaboratively in a team-oriented environment, fostering a positive and productive work culture.
- Commitment to Education: A passion for medical education and a commitment to enhancing the training experiences of residents and fellows in Pediatric subspecialties.

Application Process:

Review of applications will commence immediately. Interested candidates should submit the following documents below to **Sylvia Wu**, Senior Manager Education via email: swu@cw.bc.ca

- Cover letter outlining their interest and qualifications
- Current curriculum vitae (CV)
- Letter of support from applicant's Division Head.
- Three letters of support

Applications deadline: January 15th, 2026.

Term: 3 years, Renewable

Compensation: 0.45 FTE

Start Date: April 16, 2026

BC Children's Hospital and the Department of Pediatrics at UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person. All qualified candidates are encouraged to apply; however, Canadians and permanent residents of Canada will be given priority.

Note: *This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Duties may be modified or reassigned to accommodate departmental needs and priorities.*

Ranked among the world's top medical schools with the fifth-largest MD enrollment in North America, the UBC Faculty of Medicine is a leader in both the science and the practice of medicine. Across British Columbia, more than 12,000 faculty and staff are training the next generation of doctors and health care professionals, making remarkable discoveries, and helping to create the pathways to better health for our communities at home and around the world.

The Faculty - comprised of approximately 2,200 administrative support, technical/research and management and professional staff, as well approximately 650 full-time academic and over 10,000 clinical faculty members - is composed of 19 academic basic science and/or clinical departments, three schools, and 24 research centres and institutes. Together with its University and Health Authority partners, the Faculty delivers innovative programs and conducts research in the areas of health and life sciences. Faculty, staff and trainees are located at university campuses, clinical academic campuses in hospital settings and other regionally based centres across the province.

General Pediatrics Residency Associate Program Director Job Description

Residency Program Committee and Subcommittees

- In conjunction with the PD:
 - Ensure effective functioning of the RPC and subcommittees
 - Chair RPC meetings – plan, conduct, record – as it provides oversight of the program
 - Manage RPC Subcommittees actively, some as a member or chair, or meet with Subcommittee chairs as needed. Regularly seek updates from Subcommittee Chairs and advise on issues
 - Review terms of reference of RPC and subcommittees regularly
 - Develop and implement policies and processes for the residency program

Faculty Support and Development

- Liaise with members of the Department of Pediatrics around general pediatrics residency training
- Communicate with faculty on matters pertinent to pediatric residency education
- Provide assistance and direction to other faculty members who hold residency administrative duties (such as rotation leads, simulation lead, etc.)
- Assure that the residency training program occurs in a respectful environment free of intimidation, harassment, which respects diversity and gender, race, religion, ethnic origin, etc.
- Plan and help deliver faculty development (may include Education Retreats and distributed sites visits)

Curriculum

- Oversee planning of the academic curriculum, including but not limited to: academic half day, retreats, simulation half day, with assistance from academic curriculum subcommittee
 - Ensure that the academic curriculum meets the Royal College Specialty Training Requirements and Objectives of Training (keep curriculum map up to date)
- Lead the planning and curriculum development for the Orientation Block
 - Supervise and complete assessment of the residents involved in planning orientation (medical education elective)
- Participate as a member of the research subcommittee
 - Receive updates from the Research Chair and/or Research and Scholarly Activities Assistant on residents' scholarly/research projects
- Participate in regular visits to distributed sites
- Assist in the annual review of rotation curriculum at the curriculum retreat
- Assist in the yearly process of developing the master schedule

Assessment and Promotion of Residents

- Oversee assessment process for clinical settings, including regular observation with formative feedback, ITERs, multisource feedback
- Oversee the examination process including written exams , OSCEs, and STACERs along with the Exam Lead

- Participate as a non-voting member of the Competency Committee
- Participate as a member of the Academic Support Subcommittee
 - Assist in developing individualized learning plans/remediation plans for residents experiencing difficulty, following the UBC FOM PGME policies
- Advise and participate in the Resident awards committee for Graduation Banquet from the Department of Pediatrics

Administrative

- Meet weekly with lead residents and administrative team to review program tasks
- Meet twice monthly with Senior Education Manager and Program Manager to review program human resources supports, finances, residency program protected academic events and any pertinent issues
- Meet monthly with Department Head, Associate Head for Education, Program Director and Senior Education Manager
- Participate in accreditation process
 - Maintain CanAMS accreditation tool, with particular focus on academic curriculum
 - Review and approve documentation collected for Internal and External Accreditation reviews.
 - Attend all required meetings during accreditation site visits

Respond to specific needs of individual residents

- Meet biannually with each resident to review progress as determined by Competency Committee and assist with career planning and any issues that arise (shared with Program Director)
- Meet with any resident in difficulty, or for whom any issues have been identified
- Maintain a list of resources and contacts for resident difficulties
- Resolve conflicts, when necessary, between residents and medical staff members
- Provide comprehensive letters of reference for residents applying for scholarship awards and research opportunities, as well as documents necessary to take exams or demonstrate good standing

Mentor and supervise Chief and Associate Chief Residents

- Meet weekly with Lead Residents along with Program Director
 - Assist in the assessment of lead residents during their lead blocks
- Assist the Associate Lead Residents in planning and developing their yearly Grand Rounds presentation
- Provide mentorship to Associate Lead Residents and provide supervision/guidance in planning the academic half day curriculum

Royal College of Physicians

- Participate as corresponding member of Pediatric Specialty Committee

Recruitment

- Attend UG career events

- Lead CaRMS file reviews, interviews and ranking, along with Program Director. Receive regular updates from Program Manager regarding event planning and status
- Oversee Visa trainee recruitment process
- Participate in Pediatric human resource planning within the consideration of social accountability
- Approve proposed orientation activities for new residents

PGME

- Ensure program compliance with PGME policies
- Participate actively at meetings for PGME Committee, Faculty Residency Executive Committee, and other relevant committees and tasks forces as appropriate
- Attend semi-annual PD workshops

Continuing Medical Education (CME)

- Support is available from the Department annually for attendance at educational CME such as CPPD (Canadian Pediatric Program Directors) group meetings, ICRE, CPS or any other relevant educational scholarship conference. This amount can be applied against, registration, accommodation and/or travel to a maximum of \$4,000 per fiscal year.