



Dalhousie Department of Emergency Medicine

Position: Director, Off Service Postgraduate Residency Program

Job Description:

The Dalhousie University, Department of Emergency Medicine offers a key learning site for several residency training programs, as well as offering elective experiences for residents from both within and outside of Dalhousie University.

The Director, Off-Service Postgraduate Residents is responsible for the coordination of all Off-Service and Elective Residents of all training levels. The Director will work within the academic mandate of the Dalhousie University's Department of Emergency Medicine under the guidance of the Academic Head, with the exception of the CCFP(ESEM) and RCPS Residency Programs.

Requirements:

- To be knowledgeable of policies and work in conjunction with the Postgraduate Medical Education Office on a yearly basis to ensure that the number and distribution of postgraduate residents is appropriate to meet the learning needs of all trainees.
- To be knowledgeable of policies and work in conjunction with MarDOCs to ensure at all contractual obligations are met on a regular basis.
- To represent the Emergency Department at the Department of Emergency Medicine Residency Program Committee meetings held every two (2) months. Representation on this committee includes responding to educational concerns of the residents and ensuring that the Emergency Medicine rotation meets the overarching objectives set forth by the Department of Emergency Medicine.
- The Director will sit on the Department of Emergency Medicine's Education Committee and abide by the terms and reference as laid out by the Committee.
- The Director will be available to attend the monthly Postgraduate Medical Education Committee meetings.
- The Director will be responsible for reviewing all elective requests in conjunction with the Program Directors or others as designated by the Academic Head.
- All evaluations are the responsibility of the Director. The Director will supervise and complete all evaluations within a timely manner. The objectives and roles within the Department will all fall under the direction of the Director and their administrative support. Remedial help will be provided to residents in need.



- To assist, as needed, with the facilitation of the mandatory orientation session that will be coordinated by the administrative support.
- To oversee the schedule for postgraduate residents, and to manage vacation and conference leave requests.
- To be readily available, as needed, for rotation inquiries and direct resident contact.
- In conjunction with the administrative support, maintain contact/communication with the residency training programs to ensure receipt of the current objectives and ITERs are being implemented.
- To provide oversight and review of the daily end of shift evaluations.

Qualifications and Experience:

Emergency Medicine Residency Training, Full Time or Associate Status in the Department of Emergency Medicine with minimum of 2 years of clinical experience.

Term:

The Director will be nominated and maintain a term of four (4) years with an option to renew for one (1) term.

Funding:

The Director will receive one half day of academic funding as negotiated in conjunction with the Academic Head. This is subject to change in conjunction with the Departmental Practice Plan.

How to Apply:

Dr. Simon Field, Department Head, Dalhousie Department of Emergency Medicine
c/o Vicky Triantafyllou
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Deadline to Apply: April 30th, 2025