

**Dalhousie Faculty of Medicine Program Director Awards
Celebrating Excellence in Postgraduate Medical Education**

CHECKLIST

***The electronic submission packages must include the following required documents as well as a completed check list. Please mark each box with a check and submit it electronically with the 5 required documents in PDF. Without the completed checklist the nomination will be considered incomplete.
Incomplete nominations will not be considered.***

Nominee: _____

Category: Innovation
 Leadership

Letter from the Department Chair

2 Reference letters:
- 1 from a resident
- 1 from Other

Curriculum Vitae (abbreviated CVs will be accepted)

Summary of the specific innovation(s) or leadership activities that lead to the nomination

Evaluation Records (Summary only - not all the individual evaluations)

Checklist

The deadline date for e-submission of the nomination package to tara.ryan@dal.ca is **May 5, 2023**.

Appendix

Table 3. Postgraduate program director competency inventory.

Domain of competence	Description	Core competencies
1. Communication and relationship management	The residency program director communicates clearly in a responsive manner with a diversity of individuals, groups and organizations. The residency program director establishes and nurtures—directly or indirectly—constructive and collaborative interactions with individuals, groups and organizations	1.1 Presents complex information clearly and succinctly 1.2 Keeps people appropriately and efficiently informed 1.3 Listens well 1.4 Ensures their relationships with residents, staff and faculty are open, respectful and honest 1.5 Able to manage conflict (i.e. between self and others, between individuals or groups) 1.6 Is appropriately accessible for time-sensitive and routine matters
2. Leadership	The residency program director engages, motivates and facilitates individuals, groups and organizations to develop a shared vision and achieve related goals and objectives. The residency program director ensures that innovation and changes to the program occur within a supportive culture and are guided by a cohesive educational approach	2.1 Builds consensus around a common set of values for running the organization 2.2 Facilitates efforts to implement change 2.3 Advocates for program with relevant leadership (e.g. division, department, decanal leaders) 2.4 Nurtures a positive educational culture
3. Professionalism and self-management	The residency program director aligns personal and organizational conduct with ethical and professional principles that include responsibility, service, self-reflection and self-discipline. The residency program director recognizes both personal strengths and limitations, demonstrates a commitment to improvement and lifelong learning and with integrity, leads by example	3.1 Demonstrates priorities anchored in a greater good rather than own interests 3.2 Acts as a positive role model (e.g. setting a personal example, modelling best practices, organizational values) 3.3 Follows through on commitments 3.4 Solicits feedback on their performance 3.5 Maintains a connection with students, staff and faculty through outreach and visibility
4. Environmental engagement	The residency program director monitors, seeks information from, and networks with, the internal and external environments. In doing so, the residency program director develops an understanding of how things work, identifies trends and priorities and builds individual and organizational relationships	4.1 Acts as an effective liaison between external environment and postgraduate program 4.2 Takes advantage of relevant opportunities to improve the program 4.3 Plans for changing trends, priorities and policies relevant to postgraduate medical education
5. Management skills and knowledge	The residency program director manages the residency program by developing, encouraging and enabling people, and effectively utilizing resources and information. The residency program director demonstrates political astuteness and good judgment about what can and cannot realistically be done	5.1 Creates a climate of accountability 5.2 Demonstrates financial responsibility 5.3 Ensures that processes and procedures for efficient operation of the program are in place 5.4 Delegates effectively 5.5 Makes clear decisions 5.6 Considers all issues relevant to effective decision making (e.g. perspectives, information, timeliness, complexity, resources, consequences) 5.7 Assumes responsibility for risks and unpopular decisions. Demonstrates recognition of faculty, staff and resident contributions 5.8 Demonstrates recognition of faculty, staff and resident contributions

Taken from: What do I do? Developing a competency inventory for postgraduate (residency) program directors

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