



**Job Title:** Associate Program Director B  
**Department:** Residency  
**Supervisor:** Residency Program Director  
**FLSA Status:** Exempt  
**Approved Date:** 4/2/21

### **Position Summary**

Assists the program director in the planning, organization, implementation, evaluation and coordination of the family medicine residency program. Assists the program director and works collaboratively with other Associate Program Directors to ensure accreditation standards for ACGME and Osteopathic Recognition are met. Performs related physician duties as required by accreditation standards and according to the core faculty job description.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Oversees the ongoing development, implementation, evaluation and revisions of the curriculum and schedule as it relates to our sponsoring institutions
2. Facilitates, Pediatric, and OB program management reporting to the program director
3. Ensures that ACGME Common and Specialty Program Curricular Requirements are met
4. Serves as a member of the Residency Leadership team.
5. Serves as a core family physician faculty member.
6. Works collaboratively with other APDs, and Residency Manager in the Program Director's Absence
7. Participates with and performs administrative duties as directed by the Program Director.
8. Implements ACGME, CHCW, and residency program policies and procedures as requested.
9. Represents CWFM-R in the community and with the Medical Staff, Residency Network, and professional organizations.
10. Assists Program Director on specific residency projects as directed.
11. Assists the Residency Manager and Program Director with the financing and budgeting of the residency program.
12. Chairs the PEC
13. Assists with management of the Resident Advising Scheduling and Oversight for assigned year.
14. Works collaboratively with Residency Educator in curriculum development for assigned year.
15. Assists the Residency Manager and Program Director with meeting applicable state and federal laws, as well as accrediting bodies standards.

### **Competencies**

To perform the job successfully, the following competencies should be demonstrated.

**Attendance/Punctuality** - Is consistently at work and on time, as established; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**CHCW Culture** - Treats people with respect; inspires the trust of others; works with integrity and principles; upholds organizational values; follows policies and procedures; supports organization's goals and values; shows respect and sensitivity for cultural differences; follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours

of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan; asks for and offers help when needed.

CHCW is committed to attracting and retaining a diverse staff. We honor your experiences, perspectives, and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable, and welcoming.

**Communications** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings; writes clearly and informatively; edits work for spelling and grammar; keeps others adequately informed; selects and uses appropriate communication methods.

**Customer Service for Internal and External Customers/Patients** - Manages difficult or emotional customer/patient situations; responds promptly to customer/patient needs; solicits customer/patient feedback to improve service ; responds to requests for service and assistance; meets commitments.

**Job Knowledge** - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; maintains confidentiality per policy and regulations; fluent in Microsoft Office programs, including Word, Excel, PowerPoint and Outlook and job related software and computers; uses resources effectively; pursues training and development opportunities; adapts to new technologies; keeps technical skills up to date.

**Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics; adapts to changes in the work environment; changes approach or method to best fit the situation.

**Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

**Quality Management** - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

**Teamwork** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

### **Leadership**

Provides vision, inspires and motivates others to perform well; effectively influences actions and opinions of others; gives appropriate recognition to others; inspires respect and trust.

Defines responsibilities and expectations; sets goals and objectives; ensures progress toward goals; fosters team cooperation; supports group problem solving; includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages training and development; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Solicits and applies customer feedback (internal and external); fosters quality focus in others; improves processes, products and services; continually works to improve supervisory skills; addresses difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts; exhibits sound interviewing skills; presents positive, realistic view of the organization; makes quality hiring decisions; works within approved budget; develops and implements cost saving measures; aligns work with strategic goals; displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions; develops workable implementation plans.

Recommends or has the authority to hire, fire, advance or change the status of employees.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Graduation from an accredited medical school and successful completion of an accredited residency. Osteopathic medical education and board certification preferred.

Prior experience as a family physician with a combination of education, training, and experience that equates to a minimum of two years, full time, professional activity in the field of family medicine. Teaching and administrative experience in a family medicine residency program are highly desirable. Additional preparatory instruction (e.g. National Institute for Program Director Development, Physician in Management series, or Faculty Development Fellowship) is highly recommended.

### **Certificates, Licenses, Registrations**

Current driver's license and auto insurance

Current CPR Certificate

License to practice medicine in the state of Washington and DEA license. No restriction from participation with the Medicaid or Medicare programs. Ability to obtain credentials from appropriate health plans, and to be covered by CHCW malpractice liability carrier.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals and risk of radiation. The noise level in the work environment is usually moderate.

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Employee Signature

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Date

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Employee Print Name

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Supervisor Signature

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Date