

Non-voting Member, Specialty Committees

Program Directors

Office: Specialty Education

Section: Specialties Unit

Date: November 2013

Position Summary

Reporting to the chair of the specialty committee, non-voting members contribute to matters related to their Royal College discipline in Canada.

Mandate and Funding

Program directors are automatically appointed to the specialty committee as non-voting members when they accept the program director position. Program directors are invited to attend specialty committee meetings. Currently, there is funding for up to two program director representatives to attend specialty committee meetings held at the Royal College (see the Royal College travel policy for details).

Duties and Responsibilities

1. Liaises with specialty committee chairs and other committee members, National Specialty Societies, other professional organizations and the Specialties Unit to actively participate in the activities for both in-house and external meetings and collaborate to ensure the sustained health of the discipline.
2. Provides input on matters relating to the review of disciplines and review of applications for recognition of new disciplines.
3. Provides expert opinion on the review and revision of the specialty specific documents (Objectives of Training, Specialty Training Requirements, Specific Standards of Accreditation, and Final In-Training Evaluation Report). This includes suggesting revisions, raising issues for consideration, identifying implications of changes to the requirements, and providing expert opinion on the feedback received from clinician educators and the Specialty Standards Review Committee.
4. Advises the Royal College on educational matters related to their discipline as required.

Qualifications, Key Competencies and Characteristics

- Must meet the requirements outlined in the Specific Standards of Accreditation
- Possesses certification and clinical and educational expertise relevant to the specific specialty/subspecialty;
- Demonstrates the ability and willingness to advance the purpose of the Royal College as set out in its mission and vision;
- Demonstrates knowledge of the Royal College systems and processes;
- Demonstrates a commitment to the activities and programs of the Royal College;
- Demonstrates an ability and willingness to participate effectively in committees and meetings;
- Respects confidential information and does not divulge, copy, or release any confidential information except when authorized by the Royal College.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by a program director. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.