



ASSOCIATE PROGRAM DIRECTOR – INTERNAL MEDICINE RESIDENCY PROGRAM

Position Summary

The Associate Program Director (APD) for the North Oaks Internal Medicine Residency Program is a key educational leader who supports the Program Director in ensuring the delivery of a high-quality, ACGME-compliant training experience. With an approved complement of 24 residents, North Oaks requires dedicated APD leadership as outlined by the ACGME Internal Medicine Program Requirements. The APD will serve as the primary leader for the Internal Medicine Continuity Clinic, ensuring that the clinic meets ACGME standards for longitudinal care, panel management, supervision, curriculum, and evaluation.

The APD contributes meaningfully to curriculum development, resident assessment, ambulatory education innovation, faculty development, and fostering a supportive learning environment.

Key Responsibilities

1. Program Leadership and Administration

- Support the Program Director in all aspects of program oversight, administration, and strategic development.
- Ensure compliance with ACGME Program Requirements for Internal Medicine, including continuity clinic-specific standards such as:
 - Longitudinal primary care experience across 36 months
 - Resident primary responsibility for a patient panel
 - Continuity with the same supervising faculty
 - Supervision ratios not exceeding 4:1, and faculty not supervising more than two learners while maintaining other clinical duties
- Participate in Annual Program Evaluation, curriculum review, self-study, ADS updates, and accreditation preparations.
- Assist in residency recruitment, interviewing, ranking, and onboarding.

2. Continuity Clinic Leadership (Primary Responsibility)

- Oversee all operational and educational aspects of the Internal Medicine Residency Program's continuity clinic.
- Ensure scheduling, resident clinic templates, and faculty supervision meet ACGME requirements for longitudinal continuity and panel ownership.
- Maintain oversight of resident patient panel size, diversity, and complexity.
- Establish and monitor clinic-based Milestones assessments and ensure integration into semiannual resident reviews.
- Supervise clinic teaching faculty and ensure compliance with ACGME educational supervision rules.

- Lead the development of ambulatory care curriculum, including:
 - Chronic disease management
 - Preventive medicine
 - Acute ambulatory care
 - Behavioral health integration
 - Social determinants of health
 - Telemedicine best practices
- Lead clinic-based quality improvement and patient safety initiatives that involve residents.
- Partner with clinic leadership, nursing, scheduling, administrative staff, and interprofessional teams to ensure efficient, patient-centered workflows.

3. Curriculum Innovation and Oversight

- Develop and refine the ambulatory and continuity clinic curriculum to align with resident training needs and North Oaks program aims.
- Integrate ACGME-required competencies and experiential learning across:
 - Patient safety
 - Quality improvement
 - Health disparities and health equity
 - Systems-based practice
 - Interprofessional care
- Support implementation of simulation, case-based conferences, and team-based learning for ambulatory topics.

4. Resident Evaluation, Coaching, and Mentorship

- Serve on the Clinical Competency Committee (CCC) and contribute to Milestones-based assessments.
- Provide longitudinal advising and individualized learning plan development for residents.
- Participate in academic counseling, remediation planning, and performance monitoring.
- Conduct direct observation and provide formative feedback during continuity clinic sessions.

5. Faculty Development and Collaboration

- Lead outpatient-focused faculty development initiatives, including:
 - Effective supervision
 - Feedback and evaluation
 - Teaching in the clinical environment
 - Clinic workflow optimization
- Support continuity clinic faculty in delivering competency-based resident education.
- Collaborate with Subspecialty Education Coordinators and other core faculty to ensure integrated outpatient experiences across rotations.



6. Scholarly Activity

- Participate in scholarly work related to ambulatory education, curriculum design, QI/PS, or clinical research.
- Mentor residents in scholarly projects, especially those rooted in continuity clinic and population health.

7. Clinical Responsibilities

- Provide outpatient primary care within the North Oaks Internal Medicine Continuity Clinic, modeling professionalism, efficiency, and high-quality patient care.
- Demonstrate high-level competence in ambulatory medicine, panel management, and team-based care.
- Provide supervision consistent with ACGME supervision standards and progressive resident autonomy.

Qualifications

- Board certification in Internal Medicine (ABIM or AOBIM) required.
- Minimum three years post-residency clinical experience preferred.
- Experience in GME teaching or administrative roles strongly preferred.
- Demonstrated excellence in ambulatory care and resident education.
- Strong organizational, communication, and leadership skills.
- Commitment to academic excellence, integrity, and a collaborative team culture.

FTE and Time Requirements

With a complement of 24 residents, ACGME requires APDs to receive protected administrative time. Based on ACGME's defined FTE grid for programs with 21–25 approved positions, the APD must receive at least 0.2 FTE, 8 hours per week or 32 hours per month, protected time for administrative responsibilities.

The exact distribution of FTE, clinical effort, and administrative responsibilities will be set by North Oaks GME leadership.

Professional Attributes

- Approachable, supportive, and invested in resident growth
- Collaborative and team-oriented
- Committed to patient-centered care and service to the community
- Embraces innovation and continuous improvement
- Dedicated to diversity, equity, inclusion, and belonging
- Models integrity and professionalism



Interested Candidates

Send CV and contact:

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