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## **Reproductive Health Director for Resident Education Job Description SRMFR/Santa Rosa Community Health**

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|----------------|--|
| Employee Type: | Core Faculty   |
| Working Title: | Director of Reproductive Health                                |
| Department:    | Sutter Santa Rosa Family Medicine Residency (SRFMR)            |
| Reports To:    | SRFMR Program Director and Medical Director, SRCH Vista Campus |
| FTE:           | .8-1.0 FTE is desirable  |

### **Duties and Responsibilities**

The Director of Reproductive Health of the Sutter SRFMR reports to the Program Director for all matters pertaining to curriculum and resident education. The Director of Reproductive Health is responsible for the maintenance, coordination and implementation of the Reproductive Health Curriculum at SRFMR. They will collaborate with the leadership of our partner institutions to ensure integration of the curriculum across the various clinic, Planned Parenthood and elective experiences. They will also collaborate with SRCH site directors and the SRFMR faculty to create clinical and didactic experiences to add value to resident learning and competency in reproductive health.

### **Key Responsibilities unique to the Reproductive Health Director:**

- Develop clinical learning goals, objectives and activities for the Reproductive Health Curriculum in keeping with the goals of SRFMR and ACGME requirements
- Provide orientation and direction for the RH rotations
- Monitor and supervise the clinical and educational experience of residents at Planned Parenthood
- Meet and collaborate with Bay Area RHEDI directors in the TEACH collective to assure a strong relationship with Planned Parenthood.
- Manage the TEACH and CREATE tracks which represent successive levels of engagement
- Provide resident feedback:
  - Formative feedback: The Director should provide frequent formative feedback while precepting
  - Summative feedback: The Director summarizes collective feedback at the end of the outpatient rotations and on the CCC
- Evaluations: The Director is responsible for providing formal written milestone-driven evaluations of each resident's performance at the end of each RH rotation.
- Review and update the online RH resources for resident self-study annually which consist of current review articles, educational videos as well as local, regional and national RH resources
- Review evaluations by residents of the RH rotations to assure high quality clinical experiences (quarterly to annually)
- Review resident evaluations of RH faculty and assist in the formulation, remediation and faculty enhancement as necessary (annually)
- Serve on the Clinical Curriculum Committee (CCC) with other core faculty to provide both comprehensive feedback and integration of information across educational experiences
- Participate in the design, development and approval of RH elective experiences

- Assist in counseling residents who are having difficulty demonstrating knowledge and skills expected for their level of training and work with the CCC to develop their Individual Learning Plan

#### **Key Responsibilities for all Core Faculty:**

- Serve as a faculty advisor for up to 4 residents during their three years of training, including multiple yearly meetings
- Direct teaching didactics on topics in your area of expertise which includes a monthly/every other monthly 50-minute Thursday afternoon lecture. The director may give the lectures themselves or arrange for others to speak. In addition, there are a few other venues for lectures including specialty topics within Grand Rounds at SSRRH, and usually one or two introductory lectures given in new resident orientation in June or during a Tuesday evening in the first part of the academic year
- Attendance at regular meetings, including: faculty meeting, faculty book club, faculty development, GMCEC and Vista Provider meetings, monthly Program Meetings, Residency Retreat and Faculty Retreat
- Review and Co-sign resident progress notes from outpatient encounters within 7 days of note completion
- Our outpatient practice includes care for pregnant women but there is no provision for work on Labor and Delivery in this position unless this position is jointly hired by the Santa Rosa Community Health OB Team.

#### **Qualifications**

##### *Required:*

- Doctor of Medicine (MD) or Osteopathy (DO)
- 3 or more years clinical patient care experience including pregnancy termination
- Board Certification in Family Medicine

##### *Highly Desirable:*

- Current or past experience teaching medical students or residents in outpatient and/or inpatient settings

#### **Essential Knowledge, Skills and Attitudes:**

- Demonstrate experience with a breadth of common conditions seen in Family Medicine sufficient to precept in resident continuity practice
- Demonstrate sufficient experience with medication and surgical abortion as well as competency with general women's health procedures such as endometrial biopsy, colposcopy, placement of contraceptive implants and intrauterine devices
- Demonstrate knowledge of or willingness to learn ACGME Family Medicine program requirements for Reproductive Health Education
- General demonstration of professionalism and leadership conducive to educating and role modelling for residents
  - Punctuality to clinic and meetings
  - Timely response to email communications
  - Prompt Co-signing of resident progress notes within 7 days of note completion
  - Keen attention to sharing the general workload of the faculty
  - Adherence to the program's 10-week notification policy regarding schedule changes
- Experience or desire to work with systematically-disadvantaged patients in a Federally Qualified Health Center



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family medicine residency



- Commitment to personal and professional development relating to Diversity, Equity and Inclusion:
  - participation in Faculty Development (personal reflection, media discussion, educational trainings)
  - commitment to recognizing and interrupting bias in patient care and resident education
  - commitment to giving and receiving feedback around behaviors relating to DEI in the work environment
  - commitment to providing health care to patients with an anti-oppression, strength-based framework

**Sample Schedule**

| Monday                           | Tuesday | Wednesday  | Thursday        | Friday                   |
|----------------------------------|---------|--|-----------------|--------------------------|
| Colpo or EPOC or General Precept | Clinic  | Clinic <sup>3</sup> / <sub>4</sub><br>Planned Parenthood 1/4 | Residency Admin | Clinic                   |
| EPOC or General Precept          | Clinic  | Planned Parenthood 1/4                                       | Residency Admin | Colpo or General Precept |

**Employment and Salary**

Core faculty will generally be employed by our partner clinic, Santa Rosa Community Health or in some cases by Sutter Medical Group of the Redwoods. Full-time salary will vary based on years of experience and additional qualifications (MPH, MBA). Benefits may be pro-rated for those working less than 0.8 full-time equivalents.

- Base full-time salary is generally around \$200,000+
- CME and professional expense budget of \$5000
- Up to 5 Residency-sponsored CME days for scholarly work at conferences
- Inpatient Call Stipend \$10,000 (see job description for Faculty with Inpatient Supervision)

*Last updated: Tara Scott, MD December 13, 2021*