

Original Approval Date: July 1, 2020
 Effective Date: July 1, 2020
 Most Recent Editorial Date: November 24, 2022
 Approximate Review Date: July 2024

PGME Guidelines for Postgraduate Medical Education Retreats

Office of Accountability:	Faculty of Medicine & Dentistry (FoMD)
Office of Administrative Responsibility:	Postgraduate Medical Education (PGME)
Approver:	Associate Dean, PGME
Classification:	Governance and Administration
Scope:	Compliance with this policy extends to all members of the PGME community.

Purpose

The Office of Postgraduate Medical Education receives funding from Alberta Health to support the administration of residency training programs. A portion of this funding is dedicated to Residency Program support and Program Directors may apply for funding for retreats. The reasons and desired outcomes for retreats are set by the program and have included, but are not limited to, curriculum planning, accreditation, and strengthening relationships. Historically the Office of Postgraduate Medical Education has supported retreats held outside of a program’s local community.

POLICY

As a publicly funded institution, the University of Alberta is accountable for the prudent and effective stewardship of all grand funds received. Travel activities and related expenditures and the costs associated with working sessions and committee meetings are highly regulated.

The Office of Postgraduate Medical Education classifies retreats as working sessions/committee meetings. As per the Hospitality, Working Sessions/Committee Meetings and University Employee Functions Procedure:

“Expenses in this category should be kept to a minimum and on-site venues should be booked except in those cases where off-site venues are deemed reasonable and appropriate.”

It must be recognized that any activities must be fully compliant with public health recommendations. Given the evolving and unstable nature of the current pandemic we are not supporting off-site venues for such activities due to the complexity of these recommendations.

To align with the statements above, accommodation and transportation costs associated with retreats outside of a program’s local community will no longer be eligible for funding from the Office of Postgraduate Medical Education.



Reasonable costs associated with local retreats that continue to be eligible for funding from the Office of Postgraduate Medical Education are:

- Venue/room bookings;
- Audiovisual equipment and set-up costs;
- Meals and non-alcoholic beverages;
- Supplies and materials (photocopying, flipchart paper, etc);
- Costs associated with a guest speaker (honorarium, accommodations, transportation).

Related Links:

[Hospitality, Working Sessions/Committee Meetings and University Employee Functions Procedure](#)

[Travel Processes & Expense Procedure](#)