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## PGME Policy and Procedure Development and Review - Policy

<b>Office of Accountability:</b>	Faculty of Medicine & Dentistry (FoMD)
<b>Office of Administrative Responsibility:</b>	Postgraduate Medical Education (PGME)
<b>Approver:</b>	Postgraduate Medical Education Committee
<b>Classification:</b>	Governance and Administration
<b>Scope:</b>	Compliance with this procedure extends to all members of the PGME community.

### Overview

Postgraduate medical education (PGME) governance requires policies, procedures, and guidance documents that contain clear, concise statements of expected practices and behaviors. This is also in accordance with the General Standards of Accreditation for Institutions with Residency programs set by the Canadian Residency Accreditation Consortium (CanRAC) where the following standards apply:

- 2.1.1: The postgraduate education committee has well-defined, transparent, and effective policies and processes to oversee residency education.
  - 2.1.1.1: Development and adoption of policies and processes occurs in a collaborative and transparent manner.
  - 2.1.1.4: The postgraduate dean and postgraduate education committee regularly review and make necessary changes to their policies and processes.

### Purpose

This policy enshrines the principles behind creating, renewing, and amending PGME policies, procedures, and guidance documents to ensure this is done consistently, thoughtfully and deliberately.

### POLICY

Development of policies, procedures, and guidance documents will strive to follow these principles:

1. where applicable, align with clinical practice standards, accreditation requirements, education practices, legislation, and other standards as applicable.
2. be developed with feedback from relevant stakeholders.
3. not overlap with or contradict other PGME, FOMD, and University policies.
4. be reasonably researched.
5. be reviewed for renewal or amendment at reasonable intervals.

## **DEFINITIONS**

Definitions are listed in the sequence they occur in the document (i.e. not alphabetical).

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
<b>General Standards of Accreditation for Institutions with Residency Programs</b>	The General Standards of Accreditation for Institutions with Residency Programs are national standards that apply to the accreditation of institutions with residency programs. These standards are maintained by the Canadian Residency Accreditation Consortium which includes the Royal College of Physicians and Surgeons of Canada (RCPSC), College of Family Physicians of Canada (CFPC), and Collège des médecins du Québec (CMQ). The standards apply to faculties of medicine, postgraduate offices, and learning sites, written to provide a framework which aims to provide clarity of expectations, while maintaining flexibility for innovation.
<b>Canadian Residency Accreditation Consortium or CanRAC</b>	The Canadian Residency Accreditation Consortium is composed of the three residency education accrediting colleges in Canada: Royal College of Physicians and Surgeons of Canada (RCPSC), College of Family Physicians of Canada (CFPC) and Collège des médecins du Québec (CMQ).
<b>Clinical practice standards</b>	These relate to the practice of medicine and facility policies as overseen by organizations including, but not limited to, the College of Physicians and Surgeons of Alberta and Alberta Health Services.
<b>Accreditation requirements</b>	These govern the requirements of PGME residency programs and institutions and are set by organizations including, but not limited to, the Royal College of Physicians and Surgeons of Canada and the College of Family Physicians of Canada.
<b>Education practices</b>	These guide education design and delivery as outlined by organizations including, but not limited to, the Royal College of Physicians and Surgeons of Canada, the College of Family Physicians of Canada, and the Faculty of Medicine and Dentistry, and the University of Alberta.
<b>Legislation</b>	These include municipal, provincial, federal, and international laws.
<b>Policy</b>	A document outlining the general parameters, principles, expected behavior, or reasons behind actions taken.
<b>Procedure</b>	A document providing instructions on how the general parameters, principles, and/or expected behavior outlined in the parent policy are implemented.
<b>Guidance Document</b>	This includes guidance documents, job descriptions, guidelines, or other similar documents.