

Original Approval Date: June 11, 2018  
Most Recent Approval Date: June 5, 2023  
Editorial Revision Date: December 21, 2023  
Approximate Review Date: June 2027

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## PGME Quota and Allocation of Training Positions Subcommittee Terms of Reference

<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 (PGEC)
<b>Classification:</b>	Terms of Reference
<b>Scope:</b>	Members of the Committee

### Overview

As outlined in the General Standards of Accreditation for Institutions with Residency Programs set by the Canadian Residency Accreditation Consortium (CanRAC), Indicator 2.2.1.4 states:

“Where the postgraduate dean and postgraduate education committee are involved in the allocation of residency positions for individual programs, such allocation occurs in a fair and transparent manner, and with consideration of the needs of the population(s) served”.

### Purpose

The Alberta Ministry of Health (Alberta Health) decides the total number of residency positions for which they will provide resident salary and benefits funding. Within this total, the Postgraduate Medical Education Quota and Allocation of Training Positions Subcommittee helps promote the right mix, distribution and number of physicians to meet the societal needs for Alberta by allocating the number of training positions to each residency program while understanding that other factors influencing the physician workforce may play an even greater role and are beyond our control. This requires periodic reassessment and may require possible adjustment of the positions in a training program while acknowledging that the total number of residency positions cannot increase without a commensurate increase in Alberta Health funding for residency positions. To help inform this reassessment, the committee works in partnership with its key stakeholders - including Alberta Health Services and the Alberta Ministry of Health - who provide their input on Alberta’s physician workforce needs to address the diverse health needs of persons and communities.

Our guiding principles are as follows:

- Ensure excellence in postgraduate medical education across a broad spectrum of disciplines.
- Graduate physicians who have knowledge and skills to meet the health needs of Albertans.

- Allocate the residency positions funded by Alberta Health in a fair and transparent manner and in consideration of the interests of stakeholders including Albertans, Alberta Health, Alberta Health Services, qualified medical school graduates, and local, provincial, and national needs.

## **TERMS OF REFERENCE**

### **1. RESPONSIBILITIES**

- a. This committee is advisory to the Associate Dean, PGME.
- b. The committee annually reviews the allocation of residency positions to two enrolment categories - the R1 entry match and the match of other residency programs unrelated to R1 entry.
  - i. R1 entry match: For the R1 entry match allocation, the committee annually reviews and determines the distribution of the following:
    - Canadian Medical Graduate (CMG) residency positions
    - Alberta International Medical Graduate (AIMG) residency positions
  - ii. Other matches: For the match allocation of other residency programs unrelated to R1 entry, the committee annually reviews and determines the distribution of the following:
    - Total number of positions for the Pediatric Subspecialty Match (the distribution of spots within this total is left to the Department).
    - Total number of positions for the Medicine Subspecialty Match (the distribution of spots within this total is left to the Department).
    - Total number of positions for the Family Medicine Enhanced Skills match (the distribution of spots within this total is left to the Department).
    - Adult Critical Care Medicine
    - Residency programs that don't use the CaRMS vendor, which currently includes Geriatric Psychiatry, Child and Adolescent Psychiatry, Forensic Psychiatry, Forensic Pathology, the Clinician Investigator Program, Pediatric Radiology, Thoracic Surgery, Maternal-Fetal Medicine, and the accelerated residency in Nuclear Medicine.
- c. At the discretion of the Associate Dean PGME, the committee may review and advise of other allocation and/or CaRMS-match related issues (e.g. reversions, blended/unblended matches, etc.).
- d. Following the guiding principles outlined above, there may be instances when the Associate Dean PGME will need to alter the allocation based on factors including changes to the circumstances of a residency program.

### **2. MEMBERSHIP (Refer to Appendix 1 for current committee members)**

- a. Associate Dean, PGME (Chair)
- b. Assistant Dean, PGME (Vice Chair)
- c. Education Team Lead, PGME
- d. Administrator, PGME
- e. At least one representative from Alberta Health, knowledgeable about Alberta's physician resource needs as voiced by the citizens of Alberta to their elected representatives and the Government of Alberta.
- f. At least one representative from Alberta Health Services, knowledgeable about AHS's perspective regarding physician workforce forecast and planning.
- g. The Dean of FOMD or designate knowledgeable about academic workforce planning.



- h. Residency program directors from the following programs (programs with co-program directors designate one person to attend):
  - i. Anesthesiology
  - ii. Diagnostic Radiology
  - iii. Emergency Medicine (RCPSC)
  - iv. Family Medicine
  - v. Family Medicine Enhanced Skills
  - vi. General Surgery
  - vii. Internal Medicine
  - viii. Obstetrics and Gynecology
  - ix. Pediatrics
  - x. Psychiatry
  - xi. Surgical Foundations
  - xii. One of the lab medicine specialties (chosen amongst themselves or chosen by the committee Chair if requested)

### **3. MEETINGS**

- a. The Committee will meet once in approximately the spring of each year to allocate positions for matches that assign residency positions that start on or after July 1 of the following calendar year.

### **4. PROCEDURES**

- a. Prior to the meeting the Chair invites Residency Program Directors to submit changes from the previous year's quotas.
- b. Requests to change the quota must be accompanied by an examination of workforce planning relative to the appropriate geographical distribution of specialists i.e. municipal, regional, provincial, national, as well as the resources required to oversee the program.
- c. The committee also considers the anticipated size of the graduating MD class at the University of Alberta in its determination.
- d. Agenda and meeting materials will be pre-circulated
- e. Quorum will be 30% of membership.
- f. Decisions will typically be made by consensus. If a consensus cannot be reached, a vote will be held and motions will be carried with more than 50% of the vote.

### **5. GUIDELINES FOR ALLOCATION OF POSITIONS FOR CaRMS PGY1 Canadian Medical Graduates (CMG)**

- a. Applicants include Canadian citizens with MD training from either an accredited Canadian Medical School or a Liaison Committee on Medical Education (LCME) accredited medical school and funded by Alberta Health.
- b. Program capacity guidelines include the following:
  - i. PGME strives to offer up to 20% more entry level CaRMS positions than the graduating University of Alberta MD class size.
  - ii. Family Medicine positions strive to equal approximately 45%-50% of the graduating MD class, with approximately 20-25% of these positions to rural training sites.
  - iii. Program capacity considerations include the number of available teachers, rotation pinch-points which limit the capacity to accept learners, residency program quality of the learning experiences, optimizing the educational experience by considering the total



number of learners, service requirements of AHS, job availability, residency program accreditation status, and other factors arising.

**6. GUIDELINES FOR ALLOCATION OF POSITIONS FOR CaRMS PGY1 Alberta International Medical Graduates (AIMG)**

- a. Applicants must apply through the AIMG program and meet their eligibility criteria.
- b. Matched candidates must complete 4-8 weeks of Externship depending on the residency program's requirements.
- c. Residency training can begin only after successful completion of an externship overseen by the AIMG program.
- d. To align with Alberta Health's workforce goals, position allocation strives to consist of the following:
  - i. Approximately 50% to Family Medicine
  - ii. Approximately 35% to generalist Royal College programs including Anesthesiology and Pain Medicine, Internal Medicine, Neurology, Pediatrics, Psychiatry, and Public Health & Preventive Medicine
  - iii. Approximately 15% positions to non-generalist specialties or lab medicine specialties

**7. GUIDELINES FOR ALLOCATION OF POSITIONS FOR OTHER PROGRAMS**

- a. The total number of positions for Family Medicine-Enhanced Skills programs strives to equal approximately 20-25% of current PGY2 Family Medicine positions
- b. The total number of positions for the Pediatrics Subspecialty Match typically equals the number of final year (PGY4) Pediatrics positions. Eligible programs include the pediatric subspecialty residency programs offered at the University of Alberta. The Department of Pediatrics allocates positions amongst the individual subspecialties prior to the subspecialty CaRMS match.
- c. The total number of positions for the Medicine Subspecialty Match typically equals the number of PGY3 Internal Medicine positions. Eligible programs include the medicine subspecialty residency programs offered at the University of Alberta. The Department of Medicine allocates positions amongst the individual subspecialties prior to the subspecialty CaRMS match.

## **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>Alberta Health</b>	Alberta Health is the Alberta government’s ministry responsible for setting policy, legislation and standards for the health system in Alberta and allocating health funding.
<b>Alberta Health Services</b>	Alberta Health Services is the health authority responsible for planning and delivering a variety of health services in Alberta.

**APPENDIX 1: Current membership**

Most recent update: 2023-12-15

Position	Member	Term
Associate Dean, PGME (Chair)	Dr. L. Cheung	Standing Member, Voting
Assistant Dean, PGME (Vice-Chair)	Dr. S. Koski	Standing Member, Voting
Education Team Lead, PGME	Ms. T. Cocchio	Standing Member, Voting
Administrator, PGME	Ms. E. Sekulich	Standing Member, Voting
Alberta Health Representative	Mr. T. Risbey	Standing Member, Voting
Alberta Health Services Representative	Ms. T. Leskewich	Standing Member, Voting
Dean, Faculty of Medicine & Dentistry	Dr. B. Hemmelgarn	Standing Member, Voting
Anesthesiology	Dr. G. Steel	Standing Member, Voting
Diagnostic Radiology	Dr. C. Ferguson	Standing Member, Voting
Emergency Medicine (Adult)	Dr. D. Ha	Standing Member, Voting
Family Medicine	Dr. M. Morros	Standing Member, Voting
Family Medicine, Enhanced Skills	Dr. N. Dhaliwal	Standing Member, Voting
General Surgery	Dr. M. McCall	Standing Member, Voting
Internal Medicine	Dr. T. Carpenter	Standing Member, Voting
Obstetrics and Gynecology	Dr. V. Capstick	Standing Member, Voting
Pediatrics	Dr. J. Foulds	Standing Member, Voting
Psychiatry	Dr. Y. Zhang	Standing Member, Voting
Lab Medicine Specialty Representative	TBD	Standing Member, Voting