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PGME Fellowship Program Director Job Description

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

Purpose

This document outlines the job description for Fellowship program directors (hereby referred to as Fellowship Directors) at the University of Alberta. For the purposes of this document, fellowship training programs will be referred to as fellowships or fellowship programs and fellows will be referred to as PGME trainees.

The Fellowship Program Director is the individual responsible for the supervision, oversight and evaluation of a PGME trainee's training in a specific Fellowship program. In certain departments or divisions that have a large number of different fellowships, there may be an individual who provides administrative oversight of the fellowships of that department or division as it pertains to administrative duties with the title of Fellowship Oversight Director or Director of Fellowships. These Oversight Fellowship Directors are not responsible for individual fellowship objectives, individual fellow's evaluations, specific monitoring plans or the selection of individuals for specific programs but provide direction on processes within and adherence to the PGME Fellowship Guidelines, i.e. in such areas such as, but not limited to, processes of timely evaluation, educational objectives and environment, interview processes or fiscal direction.

The PGME Fellowship Director provides oversight and assistance to Departmental or Divisional Fellowship Oversight Directors as well as individual program Fellowship Program Directors.

JOB DESCRIPTION

1. RESPONSIBILITIES TO THE FELLOWSHIP PROGRAM

- a. The Fellowship Director will perform the following duties:
 - i. Oversee the development of an overall educational and curriculum plan for the fellowship program and review this at least every two years to ensure that it meets the relevant and current educational standards for the discipline and PGME.
 - ii. Oversee the development of goals and objectives (or competencies) for the fellowship program, including rotations or learning experiences.
 - iii. Ensure that the fellowship program has adequate resources to support the training of a fellow:
 1. Adequate number and variety of engaged teachers
 2. Adequate clinical and scholarly experiences/exposures within a population



- that encompasses the diversity of the population served by the discipline
3. Adequate physical resources to support the training of a fellow inclusive of (where applicable) call, work stations/computers, and technology critical to perform within the discipline
 4. Fiscal resources within the division or department to support the salary of a fellow as per the standards outlined in the PGME Fellowship Guidelines
 5. Ensure that overlap between residents and fellows can be navigated successfully to ensure adequate and appropriate learning experiences
- iv. Develop a process to select PGME trainees for admission into the fellowship program in accordance with relevant PGME Selection Best Practices Guidance Document, which has many applicable elements for fellowship selection.
 - v. Ensure fellows receive formal orientation to all clinical responsibilities as it pertains to clinical protocols, electronic medical records, academic and educational commitments (including resident supervision, EPAs, evaluation).
 - vi. Ensure appropriate PGME trainee assessment including:
 1. Thorough and timely completion of the PGME 3 month fellowship probationary fellowship evaluation. The evaluation can be completed and discussed with the trainee by the educational supervisor, an educational committee or the fellowship director; but, the responsibility to ensure completion and that communication of the evaluation to the PGME trainee has occurred, lies with the Fellowship Director. In many programs the Educational supervisor and Fellowship Director may be one in the same.
 2. Timely documented feedback to the PGME trainees at a minimum of three, six and 12 months and/or completion of training. In 2 year fellowship programs, additional feedback should occur at 18 and 24 months and/or end of training.
 3. Collaboration with PGME to develop monitoring plans or major learning plans for PGME trainees who require this.
 4. For those fellowship programs with an external certifying exam or portfolio, completion (actual or anticipated) of training should be assessed prior to examination or portfolio submission.
 5. Ensure that the final evaluation and certificate request form is submitted to PGME for those trainees eligible for fellowship completion certificates.
 - vii. Promote timely evaluation and feedback for teachers in the fellowship program using processes that are consistent with the PGME Trainee Assessment of Teacher Policy.
 - viii. Work with the academic lead or departmental/divisional director to support teachers in the fellowship program through education, mentoring or direction.
 - ix. Meet regularly (or via delegate appropriate to training leadership) with each PGME trainee to review their progress at a minimum at three, six and 12 months for a one-year fellowship and additionally, at 18 and 24 months for a two-year fellowship (and possibly more if required by financial sponsors).
 - x. Advocate for fellowship postgraduate education in a positive, safe learning environment inclusive of ensuring that their educational objectives and requirements are respected in high service environments.
 - xi. Establish mechanisms to provide career planning and wellness counseling / referral for PGME trainees.
 - xii. Foster a spirit of inquiry and scholarly activity in the fellowship program.
 - xiii. Engage departmental members in fellowship postgraduate education.
 - xiv. Communicate regularly with the department(s) and its members on issues involving fellowship postgraduate education.
 - xv. Contribute to and be receptive to a system of continuous quality improvement of the fellowship program.
 - xvi. Maintain professional and collaborative relationships with the Fellowship program

administrator.

2. RESPONSIBILITIES TO THE UNIVERSITY

- a. Participate in activities of the Postgraduate Medical Education (PGME) Office including triannual Fellowship Program Director and Program Administrator meetings. This includes communicating and implementing PGME fellowship decisions, guidelines, and policies to respective fellowship environments and bringing forth issues or areas of fellowship development /education to PGME.
- b. Work collaboratively with the PGME office and report to the Director of Fellowships, or Associate Dean, in matters related to fellowship postgraduate education.
- c. Communicate regularly with the academic lead (typically department chairs for core training programs or divisional directors for subspecialty training programs) or departmental/divisional Fellowship Lead (found in some, but not all, divisions/departments with more than one fellowship) to ensure adequate discussion of educational resources and issues.
- d. Promote the needs of the fellowship program within the departmental structure.
- e. Communicate as needed with Program Directors of other programs or core training programs regarding the provision of training or potential competition for resources and/or educational experiences between fellows and residents rotating through the program or service. The Fellowship PD should ensure that fellows receive orientation as it pertains to teaching, evaluating, and supervising residents as applicable.
- f. Collaborate with individuals responsible for undergraduate and continuing professional development activities within the academic department or division.

3. RESPONSIBILITIES TO THE DISCIPLINE

- a. For those with external accreditation bodies, regularly review and ensure compliance with the applicable program accreditation and program requirements. This may include preparation of documentation and site accretor visits. The Fellowship Program Director must notify PGME in the event of an external accreditation body visit.
- b. Be aware of regulations regarding licensure relevant to PGME trainees within the program.
- c. Ensure that educational components and clinical teaching are relevant, current and meet the current standards of care for the discipline.

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.	
Academic Lead	The individual responsible for a clinical department/division (e.g. Department Chair, Division Lead).