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## **PGME Fellowship Program Director Orientation, Mentorship and Professional Development Procedure**

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

### **Purpose**

This document outlines the orientation, mentorship, and professional development procedure for Fellowship program directors (hereby referred to as Fellowship Directors) at the University of Alberta. Fellowship programs will be referred to in this document as training programs.

### **PROCEDURE**

#### **1. ORIENTATION**

- a. The Director of Fellowship, PGME, will offer to individually meet with each incoming Fellowship Director to provide an orientation before or shortly after they assume their role.
- b. During the orientation, Fellowship Directors will be provided with resources outlining PGME policies outlining the duties of a Fellowship Director, introduce the Fellowship Guidelines, explore resident/ fellow training overlap, and review the educational objectives of the respective fellowship.
- c. Online links within the PGME website inclusive of fellowship processes, timeline examples, financial support, handbooks, and other educational tools/resources will be reviewed.
- d. Director of Fellowships, PGME, will review the Fellowship Program Director Job Description, with the Fellowship Director.

#### **2. MENTORSHIP**

- a. During the initial orientation meeting, the Fellowship Director, PGME, will open the conversation around the need for a mentorship strategy for the Fellowship Director while considering the Fellowship Director's experience, previous onboarding, presence of a departmental or division Fellowship oversight lead, size and type of training program, and any other relevant factors.
- b. The Director of Fellowship, PGME can provide mentorship as required as well as maintain an open-door policy for Fellowship Director support and questions. Additional experienced fellowship directors or departmental or division Fellowship oversight leads may be called upon on an as needed basis to support/ mentor new Fellowship Directors or those with challenges

depending on area of need and expertise/experience.

### **3. DEVELOPMENT/RECOGNITION**

- a. Professional development for Fellowship Directors will include the triannual PGME Fellowship Program Director and Program Administrator meetings, and extended invitations to hour-long seminars which typically occur from September to April of each year on topics of interest to Educational Directors, and other professional development offerings as circumstances arise.
- b. A funding competition for PGME fellowship educational development or innovation that would benefit fellowship directors, their trainees or teachers is available three times a year.
- c. Fellowship Directors are eligible to be nominated for the PGME annual Fellowship Teaching Award.

### **DEFINITIONS**

There are no definitions for this document.