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PGME Fellowship and AFC Program Administrator Award Terms of Reference

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| Office of Accountability: | Faculty of Medicine & Dentistry (FoMD) |
| Office of Administrative Responsibility: | Postgraduate Medical Education (PGME) |
| Approver: | PGME Fellowship Education Committee |
| Classification: | Terms of Reference |
| Scope | Fellowship Program Administrators |

Purpose

To recognize a Fellowship Program Administrator who exemplifies outstanding administrative leadership through the creation of a collegial and balanced work environment, executes efficient processes and is an exemplary asset to their Fellowship Program.

The PGME wishes to recognize on an annual basis a Fellowship or AFC Program Administrator who is an integral part of the functioning of the fellowship program and best exemplifies the following qualities outlined in the criteria below.

Overview

1. NUMBER

This can be awarded to one fellowship program administrator per annum.

2. CRITERIA

- a. Demonstrates excellence in relationship-building and is regarded as an approachable ally with fellowship learners, program director, teaching faculty, and administrative staff.
- b. Leads by example in their “above and beyond” resourcefulness, knowledge and dedication to the fellowship program(s).
- c. Demonstrates a commitment to enhancing or innovating fellowship or AFC program administrative processes and improving the quality of fellowship education.
- d. Demonstrates a commitment to participating and supporting program administration in their division, department or even between departments; this could be through mentoring, inter- on intradepartmental communication, attending meetings to bring back knowledge or skills, etc.

3. LIMITATIONS

In an effort to ensure equitable distribution of this award, a fellowship program administrator can only be a recipient of this award once every five (5) years.

4. NOMINATION

- a. Nominations should be submitted by May 1 of the applicable year.
- b. A nomination package must be submitted via online application [Awards & Recognition](#) and include the following:
 - i. The candidate's name and program
 - ii. Completion of the electronic nomination form that identifies the achievements of the candidate as they align with the criteria
 1. The letter of support must be submitted by a Fellow, Fellowship Program Director, Program Administrator, Department Chair, Division Lead OR Immediate Supervisor (i.e. Team Lead or Academic Department Manager)
 2. Self-nominations are not permitted.

5. SELECTION

- a. The PGME Fellowship Committee will act as oversight for the award selection as it includes members who are fellowship administrators, team administrative leads, AFC program directors, and educational or administrative lead of departments or divisions.
- b. A standardized rubric will be used to rate nominees and select the award recipient. "PGME Fellowship PA Award - Scoring Matrix".
- c. Selection committee members will recuse themselves from scoring nomination packages with which they have a direct conflict of interest (e.g. the Fellowship Director of the Fellowship program of the nominee).
- d. The nominator will be informed of the status of their nomination. Nominees will be informed of their nomination, regardless of outcome.
- e. The award will be recognized /presented at the PGME Fellowship Program Administrator and Fellowship Director meeting in May/June, at the PGME Program Administrators Annual Recognition Event and an offer to additionally present at a year end departmental meeting/ceremony if appropriate.
- f. The award recipient's name will be added to an award plaque to be hung in the PGME Office.
- g. The award recipient will receive a certificate from PGME.