

Original Approval Date: January 26, 2023
 Effective Date: January 27, 2023
 Most Recent Editorial Date: November 29, 2023
 Approximate Review Date: January 2027

Parent Policy: PGME Program Administrator Policy

PGME Program Administrator Time Requirement Guideline

Office of Accountability:	Faculty of Medicine & Dentistry (FoMD)
Office of Administrative Responsibility:	Postgraduate Medical Education (PGME)
Approver:	Program Administrators Advisory Committee (PAAC)
Classification:	Governance and Administration
Scope:	Compliance with this policy extends to all members of the PGME community, including residency and Area of Focused Competence (AFC) programs.

Purpose

This document outlines the time requirement guideline for Program Administrators at the University of Alberta. It embodies the principles in the parent policy and aligns with the General Standards of Accreditation for Institutions with Residency Programs as set by the Canadian Residency Accreditation Consortium (CanRAC).

TIME REQUIREMENT

1. The PGME office does not assign full time equivalent (FTE) for Program Administrators.
2. The FTE guideline for Program Administrators is reflected in two parts, as follows:
 - a. The number of trainees in the program, as shown in Appendix A.
 - b. The number of off-service residents (registered in a postgraduate program at the University of Alberta) rotating through the program specialty area per block (q4 weeks), as shown in Appendix B.
 - i. This FTE guideline should be considered in conjunction with the guideline shown in Appendix A and does not apply to AFC Program Administrators.
3. This FTE guideline does not reflect the time required to administratively oversee learners not registered in accredited postgraduate programs such as medical students, non-AFC fellows, observers, or other learners. In other words, if Program Administrators are required to administratively oversee learners who are not in the program or who are not rotating residents through the program specialty area, they would require additional time to be determined by either the academic department manager or team lead.
4. The Program Administrator FTE for a program that lacks trainees applies to established programs which are inactive. While creating a new program and applying to the accreditation college for New Program status, a nascent program will lack trainees, yet the inaugural Program Administrator will likely require significant time to prepare the application materials. In these cases, the Program Administrator FTE



should be relative to the anticipated number of trainees once New Program status has been granted, and may even be slightly higher during the initial application process at the discretion of the academic department manager or team lead.

5. There may be instances where program administrative support requires additional FTE support. Such increases in FTE would be at the discretion of either the academic department manager or team lead. These instances are as follows:
 - a. A temporary increase in FTE to handle a temporary increase in administrative workload (i.e. overtime hours) such as preparing for CaRMs, Accreditation, etc..
 - b. A temporary increase in FTE to handle mandatory attendance and coordination of program-related events (i.e. overtime hours) such as start-of-year orientation events, CaRMS interview day(s), resident research day, etc.
 - c. A temporary increase in administrative workload, such as preparing for mandated accreditation reviews due to significant reported Areas for Improvement (AFIs).
 - i. This may be a temporary increase in FTE, or in exceptional circumstances the hiring of additional program administrative support for a longer period of time to support significant reported AFIs that resulted in an accreditation status of “Notice of Intent to Withdraw”.

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.	
Program Administrator	Refers to any position that supports any formal administration required for a residency or Area of Focused Competence (AFC) program to meet its educational requirements. These positions may be uniquely titled depending on the structure of the program's department under which it falls. Includes (but is not limited to): Program Administrator, Administrative Assistant, Program Coordinator, etc.
General Standards of Accreditation for Institutions with Residency Programs	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.
Canadian Residency Accreditation Consortium or CanRAC	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).
Full Time Equivalent or FTE	Full Time Equivalent (FTE) refers to the unit of measurement of the Residency Program Administrator's workload, assuming a 35-hour work week.
Block	A period of four (4) weeks that supports rotation scheduling in residency education; block dates are uniform in Alberta as determined and agreed upon by the PGME offices of both the University of Alberta and the University of Calgary.

APPENDIX A: Table outlining Program Administrator FTE in relation to the number of trainees in the program

Number of Trainees in Program	Program Administrator FTE
0	0.1
1-4	0.3 - 0.4
5-10	0.4 - 0.5
11-20	0.5 - 1.0
21-34	1.0 - 2.0
35-49	2.0 - 2.5
50-74	2.5 - 3.0
75-100	3.0 - 4.0
100+	4.0+*

**The FTE for programs with very large numbers of trainees is difficult to estimate. Hence, a range is provided to act as a guideline.*

APPENDIX B: Table outlining Residency Program Administrator FTE in relation to the number of off-service residents rotating through the program specialty area per block (q4 weeks)

Number of Off-Service Residents per Block*	Residency Program Administrator FTE
0	0
1-4	0.1 - 0.2
5-9	0.2 - 0.4
10-20	0.4 - 0.5
21 or greater	0.5 - 1.0

**The FTE for residency programs with off-service residents rotating through the specialty area per block is difficult to estimate. Hence, a range is provided to act as a guideline. Specialty areas may require more or less support due to the rotation objectives, clinical requirements, and associated administrative activities for off-service residents.*