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Parent Policy: PGME Program Director Policy

PGME Program Director Orientation, Mentorship, and Professional Development Procedure

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

Purpose

This document outlines the orientation, mentorship, and professional development procedure for residency or AFC program directors (hereby referred to as Program Directors) at the University of Alberta. The procedure embodies the principles in the parent policy and also aligns with the General Standards of Accreditation for Institutions with Residency Programs as set by the Canadian Residency Accreditation Consortium (CanRAC). Residency and AFC programs will be referred to in this document as training programs.

POLICY

1. ORIENTATION

- a. The Associate Dean, PGME, will individually meet with each incoming Program Director to provide an orientation before or shortly after they assume their role.
- b. During the orientation, Program Directors will be provided with resources outlining the duties of a Program Director including instructional videos, handbooks, and other tools.
- c. The Associate Dean, PGME, will review the Program Director Job Description, with the Program Director.

2. MENTORSHIP

- a. During the initial orientation meeting, the Associate Dean, PGME, will discuss a mentorship strategy for the Program Director to achieve the Program Director competencies while considering the Program Director's experience, previous onboarding, size and type of training program, training program accreditation status, and any other relevant factors.

3. DEVELOPMENT

- a. Professional development for Program Directors will include an annual Program Directors' half-day retreat (typically held in the Spring), monthly hour-long seminars which typically occur from September to April of each year on topics of interest to Program Directors, and other professional development offerings as circumstances arise.
- b. Funding will be available for a portion of Program Directors to attend the International Conference in Residency Education or similar educational conference applicable to the role of Program Director.

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.	
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).
Royal College of Physicians and Surgeons of Canada	The Royal College of Physicians and Surgeons of Canada is the national professional association that oversees the medical education of specialists in Canada.