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Parent Policy: PGME Program Director Policy

PGME Program Director Selection and Appointment Procedure

Office of Accountability:	Faculty of Medicine & Dentistry (FoMD)
Office of Administrative Responsibility:	Postgraduate Medical Education (PGME)
Approver:	Postgraduate Medical Education Committee (PGMEC)
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 selection and appointment procedure for residency and AFC program directors (hereby referred to as Program Directors) of residency programs or AFC fellowship programs (hereby referred to as Training Programs) at the University of Alberta. The procedure embodies the principles in the PGME Program Director 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).

POLICY

1. SELECTION (see Appendix A for an overview of the process)

- a. Program Directors who wish to step-down from their role must notify the PGME Associate Dean and Academic Lead, ideally at least six (6) or more months in advance if circumstances permit.
- b. The PGME Associate Dean will discuss options for succession planning with the Program Director, Academic Lead, or both.
 - i. Proactive succession planning typically includes identifying someone interested in the position. This may include someone who already has a significant role in the Training Program (such as an Assistant Program Director, site lead, curriculum lead, Competence Committee Chair, etc) or an interested person who becomes appointed into such a role.
- c. There may be times when a more formal selection process is necessary and typically depends on the size of the Training Program.
 - i. For larger Training Programs, a search and selection process may include forming a selection committee, advertising the position amongst internal candidates (plus external candidates if desired), and shortlisting and interviewing applicants.



- ii. For small to midsize Training Programs, the Academic Leads - who understand the clinical, educational, administrative, and research commitments of each of the faculty members in the academic unit they oversee - may find a candidate or volunteer amongst suitable faculty. A formal search and selection process may be conducted if feasible.
- iii. Academic Leads can ask the PGME Associate Dean for advice and participation in a formal selection process.
- d. Once the Department Chair and PGME Associate Dean agree on a potential candidate, the PGME office will forward the individual's name to the relevant accreditation college, either the Royal College of Physicians and Surgeons or College of Family Physicians of Canada.
- e. Final approval for the role of Program Director lies with the relevant accreditation college.
- f. After the accreditation college approves the individual, it will notify the newly appointed Program Director and PGME office.

2. PROGRAM DIRECTOR PROLONGED LEAVES OF ABSENCE

- a. As soon as possible, Program Directors who undertake a prolonged leave of absence from their role must notify the academic lead and Associate Dean, PGME who, in turn, will notify the PGME office as to who the Acting Program Director will be.

3. CO-PROGRAM DIRECTORS

- a. While a Co-Program Director model is allowed, there must be one Program Director who is designated as being accountable for the training program and who acts as the main interlocutor with the PGME office and other stakeholders, including the relevant accreditation college.

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.	
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).
Academic Lead of the discipline	This is the person responsible for a clinical department or division, such as the Department Chair or division director.

APPENDIX A: Process for Selection and Appointment of Program Directors

