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Parent Policy: PGME Policy and Procedure Development and Review - Policy

PGME Policy and Procedure Development and Review - 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 procedure extends to all members of the PGME community.

Purpose

This procedure implements the principles outlined in the parent policy to create, renew, and amend PGME policies, procedures, and guidance documents in a consistent, thoughtful, and deliberate manner.

PROCEDURE

1. CREATION OF NEW POLICY, PROCEDURE, AND GUIDANCE DOCUMENTS

The process to create new policy, procedure, and guidance documents is illustrated in Appendix A.

a. Initial Development

- i. Members of the Postgraduate Executive subcommittee will typically initiate the development of a proposed policy, procedure, or guidance document. Others can initiate the development, but they would participate in the process with members of the Postgraduate Executive subcommittee.
- ii. Once the idea for a proposed policy, procedure, or guidance document is initiated, the PGME Associate Dean or designate will lead its development.
- iii. Initial development may include the following where applicable:
 - a review of relevant literature.
 - an environmental scan of similar policies within the University of Alberta or other institutions.
 - a review of clinical practice standards, including those outlined by the College of Physicians and Surgeons of Alberta or the health authorities.
 - a review of relevant accreditation standards of the Canadian Residency Accreditation Consortium which includes the College of Family Physicians of Canada and Royal College of Physicians and Surgeons of Canada.
 - a review of education practices, relevant legislation, and local resources.
 - consultation with relevant stakeholders.

- input from the University of Alberta's legal counsel or other experts.
 - other measures as the PGME Associate Dean or designate deem appropriate.
- iv. Development will include determining the approver, scope, and the approximate date the policy is to be reviewed.
- b. Review, Editing, and Approval
 - i. Once the proposed policy, procedure, or guidance document has undergone initial development, it will typically be brought to the Postgraduate Executive subcommittee for further review and editing, then sent to the final approver for further review, possible editing, and approval.
 - The approver will usually be the Postgraduate Medical Education Committee or Dean's Executive Committee depending on the scope of the policy, procedure, or guidance document.
 - If extensive editing is needed, the document may need to be brought back to the Postgraduate Executive subcommittee or Postgraduate Medical Education Committee for further review.
- c. Implementation
 - i. After approval, the policy, procedure, or guidance document will be posted on the PGME website.

2. REGULAR REVIEW OF POLICY, PROCEDURE, AND GUIDANCE DOCUMENTS

- a. Policy, procedure, and guidance documents will typically undergo a scheduled review every 4 years.
- b. The Associate Dean, PGME, or designate will initiate the review of a policy.
- c. The policy, procedure, or guidance document will typically then be brought to the Postgraduate Executive subcommittee for review and possible editing as necessary, then sent to the final approver for voting and renewal or amendment.
- d. After the reviewed policy, procedure, or guidance document has been approved for renewal, it will be posted on the PGME website.

3. UPDATING POLICY, PROCEDURE, AND GUIDANCE DOCUMENTS OUTSIDE OF THE REGULAR REVIEW

- a. There may be times when a policy, procedure, or guidance document needs to be updated sooner than the scheduled 4-year review. In these circumstances, the following will apply:
 - i. Updates to policy - these will typically be brought to the applicable final approver (for example, the Postgraduate Medical Education Committee or Dean's Executive Committee) for review and approval. This is because policies enshrine fundamental governing principles and, as such, require review and agreement by the final approver before making changes.
 - ii. Updates to procedures or guidance documents - these may be reviewed and approved by the PGME Associate Dean or Postgraduate Executive subcommittee as these documents often contain actions or descriptions that may require minor revisions as circumstances arise. The PGME Associate Dean or Postgraduate Executive subcommittee will bring these documents to the final approver for review if they deem that the final approver would reasonably expect to be involved, or if the changes would have a significant impact on, or affect a large portion of, the PGME community.

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.	
College of Physicians and Surgeons of Alberta	The College of Physicians and Surgeons of Alberta is responsible for the registration, regulation, and discipline of physicians, including PGME trainees such as resident physicians and fellows, in Alberta, Canada.
Health Authority	Health authorities administer and deliver health care to the population they serve. This includes organizations such as Alberta Health Services and Covenant Health.
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).
Environmental scan	This includes review of any similar existing policies and procedures within the University of Alberta or other jurisdictions.
Clinical practice standards	These relate to the practice of medicine and facility policies as overseen by organizations including, but not limited to, the College of Physicians and Surgeons of Alberta and health authorities.
Accreditation requirements	These govern the requirements of PGME residency programs and institutions and are set by the Canadian Residency Accreditation Consortium which includes the Royal College of Physicians and Surgeons of Canada, the College of Family Physicians of Canada, and the Collège des médecins du Québec.
Education practices	These guide education design and delivery as outlined by organizations including, but not limited to, the Royal College of Physicians and Surgeons of Canada, the College of Family Physicians of Canada, and the Faculty of Medicine and Dentistry, and the University of Alberta.
Legislation	These include municipal, provincial, federal, and international laws.
Policy	A document outlining the general parameters, principles, expected behavior, or reasons behind actions taken. .
Procedure	A document providing instructions on how the general parameters, principles, and/or expected behavior outlined in the parent policy are implemented.
Guidance Document	This includes guidance documents, job descriptions, guidelines, or other similar documents.

Appendix A: Process For Policy/Procedure/Guidance Document Development

