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Parent Policy: PGME Program Administrator Policy

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## PGME Program Administrator Orientation, Mentorship, and Professional Development Procedure

<b>Office of Accountability:</b>	Faculty of Medicine & Dentistry
<b>Office of Administrative Responsibility:</b>	Postgraduate Medical Education
<b>Approver:</b>	Program Administrators Advisory Committee (PAAC)
<b>Classification:</b>	Governance and Administration
<b>Scope:</b>	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 orientation and professional development procedure 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).

## PROCEDURE

### 1. ORIENTATION

- a. The Education Team Lead, PGME (or delegate) will meet with each new Program Administrator to provide a welcome and orientation as it relates to the operations of the PGME office within the first three months of assuming the role.
- b. During the orientation, Program Administrators will be provided with resources outlining the general responsibilities of the Program Administrator including instructional videos, handbooks, and other tools.
- c. During the orientation, the Education Team Lead, PGME, will review the PGME office staff roles, website, PGME policies, and Program Administrator policies and procedures.

### 2. MENTORSHIP

- a. If requested by the academic department manager or team lead, the Education Team Lead, PGME, will make every effort to pair a new Program Administrator with an experienced Program Administrator for the purpose of mentorship and to act in a supporting role while considering

size and type of program, program accreditation status, and any other relevant factors.

### 3. PROFESSIONAL DEVELOPMENT

- a. Depending on grant funding eligibility and availability, the PGME Office will provide funding for Program Administrators to attend the Program Administrators Conference (held in conjunction with the International Conference on Residency Education, or ICRE) given by the Royal College of Physicians and Surgeons of Canada (RCPSC). Funding amount and the number of attendees supported will be determined by experience level, previous funding, presenting, and need. The expectation will be when they return, they will share their knowledge with their colleagues.
- b. Professional development for Program Administrators will include monthly workshops which typically occur from October to May of each year on topics that can be categorized under the following headings: Administration, Residency Training, Technology, Accreditation, External Stakeholders & Organizations, Wellness & Team Building.
- c. Professional development for Program Administrators will also include asynchronous written (text-based) guides, instructional videos, and other tools. When these cannot be created locally by the PGME, other resources created by trusted sources (e.g. RCPSC guides) will be provided.

## 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.	
<b>Program Administrator</b>	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.
<b>General Standards of Accreditation for Institutions with Residency Programs</b>	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.
<b>Canadian Residency Accreditation Consortium or CanRAC</b>	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).



<b>Program Administrators Conference (International Conference on Residency Education or ICRE)</b>	The Program Administrators Conference, held in conjunction with the International Conference on Residency Education (ICRE), is a unique learning session designed to meet the specific developmental needs of program administrators including program coordinators, program managers, program assistants and program secretaries who play an essential role in medical education.
<b>Royal College of Physicians and Surgeons of Canada or RCPSC</b>	The Royal College of Physicians and Surgeons of Canada is the national professional association that oversees the medical education of specialists in Canada.