

Original Approval Date: September 22, 2022  
 Effective Date: September 22, 2022  
 Most Recent Editorial Date: November 29, 2023  
 Approximate Review Date: September 2026

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## PGME Program Administrator Policy

<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 & 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.

### Overview

Various stakeholders, including department chairs, academic department managers, team leads, and others, often ask Postgraduate Medical Education (PGME) to outline the role and time requirement of the Residency Program Administrator. To do so, the following institutional accreditation standards apply as listed in the General Standards of Accreditation for Institutions with Residency Programs as set by the Canadian Residency Accreditation Consortium (CanRAC):

- 7.1.1 There is an effective process for professional development of administrative personnel involved in residency education.
  - 7.1.1.1 There are role descriptions that outline the knowledge, skills and expectations for postgraduate administrative personnel and residency program administrative personnel.
  - 7.1.1.2 There is a program of professional development for administrative personnel involved in residency education based on identification of their learning needs.
  - 7.1.1.3 There is a fair and transparent process for administrative personnel performance management, which may be formal or informal, consistent with any applicable university, health organization, or union contracts.

Residency programs must also ensure that the role of their residency program administrator meets the applicable General Standards of Accreditation for Residency Programs as set by CanRAC.

## Purpose

This policy outlines the principles that apply to the role of the Program Administrator. This includes the expectations, knowledge, skills, time requirement, process for professional development, and process for performance management.

## POLICY

The following principles apply to the role of the Program Administrator:

1. The role of the Program Administrator must align with the national standards of accreditation and of local union requirements.
2. The Program Administrators Advisory Committee must provide oversight of Program Administrator professional development.
3. Procedures and job descriptions (or job fact sheets) pertaining to the role of the Program Administrator must balance the need to promote consistency amongst residency programs while providing sufficient flexibility to account for the differences amongst residency programs and their contexts.
4. The performance management of the Program Administrator aligns with the applicable union agreement(s) and is handled outside of the PGME Office by the Program Administrator's direct supervisor.

## 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>General Standards of Accreditation for Residency Programs</b>	The General Standards of Accreditation for Residency Programs are national standards 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>General Standards of Accreditation for Residency Programs in Family Medicine</b>	The Standards of Accreditation for Residency Programs in Family Medicine are national standards 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.