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Parent Policy: PGME Program Director Policy

PGME Program Director Performance Assessment Procedure

Office of Accountability:	Faculty of Medicine & Dentistry (FoMD)
Office of Administrative Responsibility:	Postgraduate Medical Education (PGME)
Approver:	Dean’s Executive 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 procedure for assessing the performance of residency and AFC program directors (hereby referred to as Program Directors) within the Faculty of Medicine and Dentistry at the University of Alberta in their role as Program Directors. The procedure 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).

POLICY

1. The Associate Dean, PGME, (or simply, “Associate Dean”) will typically meet with each Program Director to review their performance and provide formative feedback approximately once every two years, or more frequently as required.
2. To inform the feedback, data may be gathered from a variety of sources including personal observations, internal reviews, accreditation reviews, multi-source feedback gathered formally and/or informally from residency or AFC program (hereby referred to as training program) stakeholders, and other relevant sources.
3. The Associate Dean will typically only share this formative feedback with the Program Director.
4. At any time, if there are concerns regarding the performance of a Program Director, the Associate Dean will usually start by organizing one or more informal meetings with the Program Director to discuss the concerns, hear their perspective, and discuss a plan to address the concerns.
5. If the concerns persist despite the informal meeting(s), or if the nature of the concerns requires a formal approach at the outset, the Associate Dean will usually develop a formal, written coaching plan that outlines the behaviors requiring improvement and the steps needed to improve. The Associate Dean will inform the Program Director’s Department Chair and may enlist others for help to develop the formal, written coaching plan and/or improve the Program Director’s performance such as individuals or groups



within the Faculty of Medicine and Dentistry, University of Alberta, Alberta Health Services, or any other individuals or organizations the Associate Dean deems necessary.

- 6. If concerns with the Program Director’s performance persist despite the informal meeting(s) and formal, written coaching plan, the Associate Dean will discuss further actions with the Dean of FoMD (or designate), the Department Chair, and others as appropriate.
 - a. Further actions may include ongoing coaching with or without temporary suspension of the Program Director from the role while they undergo efforts to improve.
 - b. Rarely, the Associate Dean and Department Chair, with the approval of the Dean of the Faculty of Medicine and Dentistry, may remove the Program Director from the role.
- 7. Although the procedure to improve the Program Director’s performance will usually follow the steps described above, the Associate Dean will have discretion on the specific actions necessary after considering the principles outlined in the parent policy and consultation with the Dean or Vice Dean of Education, FoMD.

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).