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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
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) 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

- a. The selection of the Program Director will typically be initiated by the academic lead of the University department or division as they have knowledge of the clinical, educational, administrative, and research commitments of the faculty members they oversee. The academic lead will often consult with the Associate Dean, PGME, regarding a faculty member's suitability.
- b. PGME strongly encourages residency or AFC programs (hereby referred to as training programs) to proactively consider succession planning and appoint a likely successor to a leadership role within the training program, such as Assistant Program Director, site lead, curriculum lead, Competence Committee Chair, etc. This will allow some on-boarding to occur and enhance the incoming Program Director's familiarity with the training program.
- c. A more formal selection process usually depends on the size of the training program:
 - i. For larger training programs, academic leads may opt to conduct a search and selection process that involves the following:
 1. Forming a selection committee.
 2. Advertising the position amongst internal candidates (plus external candidates if desired).
 3. Shortlisting and interviewing applicants.



- ii. For small to midsize training programs, the academic leads may choose a candidate or volunteer amongst suitable faculty. A formal search and selection process may be conducted if feasible.
 - iii. Academic leads can also ask the Associate Dean, PGME, for advice or participation in the selection process.
- d. Once a potential candidate has been selected, the Department Chair forwards the candidate's name to the Associate Dean, PGME, and provides a written confirmation of approval. This confirms that the Department Chair approves the selection.
- e. The Associate Dean, PGME, then also vets the candidate's suitability for the role of Program Director before granting approval. This is to align with national accreditation standards that require a collaborative process between the academic lead of the discipline (that is, the Department Chair) and the Associate Dean. If there is disagreement, the Associate Dean, PGME, will discuss this with the Department Chair until a consensus is reached.
- f. After the Department Chair and Associate Dean, PGME, acknowledge their approval of the candidate for the role of Program Director, the PGME office forwards the candidate's name to the relevant accreditation college, either the Royal College of Physicians and Surgeons or College of Family Physicians of Canada.
- g. Final approval for the role of Program Director lies with the relevant accreditation college.
- h. After the accreditation college approves the candidate, it will notify the newly appointed Program Director and PGME office.

2. PROGRAM DIRECTOR LEAVES OF ABSENCE

- a. As soon as possible, Program Directors who undertake a leave of absence from their role must notify the Departmental Chair 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 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 unit	This is the unit around which academic activities are organized, typically an academic department with the Faculty of Medicine and Dentistry or an academic division within a department.
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

