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PGME Guidelines for Postgraduate Medical Education Retreats

Office of Accountability:	Faculty of Medicine & Dentistry (FoMD)
Office of Administrative Responsibility:	Postgraduate Medical Education (PGME)
Approver:	Associate Dean, PGME
Classification:	Governance and Administration
Scope:	Compliance with this policy extends to all members of the PGME community.

Purpose

The Office of Postgraduate Medical Education receives funding from Alberta Health to support the administration of residency training programs. A portion of this funding is dedicated to Residency Program support and Program Directors may apply for funding for retreats. The reasons and desired outcomes for retreats are set by the program and have included, but are not limited to, curriculum planning, accreditation, and strengthening relationships.

POLICY

As a publicly funded institution, the University of Alberta is accountable for the prudent and effective stewardship of all grant funds received. Travel activities and related expenditures and the costs associated with working sessions and committee meetings are highly regulated. Activities must be fully compliant with public health recommendations.

The Office of Postgraduate Medical Education classifies retreats as working sessions/committee meetings. As per the Hospitality, Working Sessions/Committee Meetings and University Employee Functions Procedure:

“Expenses in this category should be kept to a minimum and on-site venues should be booked except in those cases where off-site venues are deemed reasonable and appropriate.”

To align with the statements above, costs associated with retreats outside of a program’s local community will no longer be eligible for funding from the Office of Postgraduate Medical Education.

Reasonable costs associated with local retreats that continue to be eligible for funding from the Office of Postgraduate Medical Education are:

- Venue/room bookings;
- Audiovisual equipment and set-up costs;
- Meals and non-alcoholic beverages;
- Supplies and materials (photocopying, flipchart paper, etc);
- Costs associated with a guest speaker (honorarium, accommodations, transportation).

Related Links:

[Hospitality Working Sessions Committee Meetings and University Employee Functions Procedure](#)

[Travel Processes & Expense Procedure](#)