

Original Approval Date: December 12, 2022

Effective Date: December 12, 2022

Editorial Revision: October 11, 2024

Approximate Review Date: December 2026

Parent Policy: PGME Information and Records Management Policy

PGME Retention Schedule for Residency & Area of Focused Competence (AFC) Programs

Office of Accountability:	Faculty of Medicine & Dentistry (FoMD)
Office of Administrative Responsibility:	Postgraduate Medical Education (PGME)
Approver:	Postgraduate Medical Education Committee (PGMEC)
Classification:	Governance and Administration
Scope:	Residency Programs, Area of Focused Competence Programs

POSTGRADUATE MEDICAL EDUCATION TRAINEE FILES

RETENTION RULE 001

Purpose

To document the history of individual postgraduate medical education trainees in our residency programs and Area of Focused Competence (AFC) programs, hereby referred to as training programs, including their admission, registration and academic progress.

General Description

Postgraduate Medical Education Trainee Files typically include application forms, assessments, contract letters, curriculum vitae, evaluations, exam results, licensing information, lists of clinical rotations, publications, reference letters, reports and lists of presentations, transcripts, and related documentation and correspondence. Specific list of record types with details, source, responsibility, and protection can be found on the [PGME Data Sourcelist](#).

Retention Rules

Responsibility	Retention	Disposition
Training Programs	Five (5) years after completion of training, withdrawal, or dismissal.*	Destroy when no longer required by PGME.

*Note that files under active appeal cannot be destroyed until one year following appeal decisions and all appeal options have been exhausted.

Authorities

Freedom of Information and Protection of Privacy Act, (s) 35 (b) for 1-year retention of records

The Canadian Residency Accreditation Consortium (CanRAC) - General Standards of Accreditation for Institutions with Residency Programs requires an effective centralized policy for information management that addresses access, confidentiality, and information retention.

POSTGRADUATE MEDICAL EDUCATION TRAINING PROGRAM FILES
RETENTION RULE 002

Purpose

- To document the history of individual residency programs and Area of Focused Competence (AFC) programs, hereby referred to as training programs, including their accreditation review, curriculum alterations, continuous quality improvement, and other academic processes.
- To document program-level decisions and interactions with internal and external stakeholders, agencies, committees, councils, organizations, and associations.
- To document the information gathering and decision making processes of program committees.

General Description

Postgraduate Medical Education Program Files typically include program committee terms of references, membership lists, agendas, minutes, other meeting materials (e.g. RPC/AFC Program Committee and its subcommittees), program-specific policies, guidelines, and procedures, program organizational charts, accreditation reports and previous survey reports/letters, educational experiences information (this includes rotation objectives, curriculum maps, AHD curricula, mandatory rotation lists, etc.), lists of trainee publications/scholarly activity/projects, and other related documentation and correspondence. Specific list of record types with details, source, responsibility, and protection can be found on the [PGME Data Sourcelist](#).

Retention Rules

Responsibility	Retention	Disposition
Training Programs	Ten (10) years following previous accreditation survey review by the relevant national accrediting college.	Transfer to University of Alberta Archive <u>except for</u> : <ul style="list-style-type: none"> - lists of individual publications and individual scholarly activity information/related information & documentation - internal processes - educational experiences information Which will be destroyed

Authorities

Freedom of Information and Protection of Privacy Act, (s) 35 (b) for 1-year retention of records
 The *Canadian Residency Accreditation Consortium (CanRAC) - General Standards of Accreditation for Institutions with Residency Programs* requires an effective centralized policy for information management that addresses access, confidentiality, and information retention.