

## PGME Sponsored Residents Guidance Document

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:	Residency Programs

### Overview

Residency programs accredited by either the College of Family Physicians of Canada (CFPC) or the Royal College of Physicians and Surgeons of Canada (RCPSC) in the Faculty of Medicine & Dentistry (FoMD) at the University of Alberta may provide training to individuals who are funded by sources other than the Alberta Ministry of Health. Trainees undergoing postgraduate medical training in an accredited residency program are referred to as “sponsored residents” and are typically sponsored by another Canadian province or territory, government, or country, hereby referred to as “sponsoring agency”.

Trainees are residents, regardless of funding source, if they are registered in:

1. A core specialty residency program (e.g. internal medicine, pediatrics, general surgery, family medicine, etc.) accredited by one of the accrediting colleges (CFPC or RCPSC).
2. A subspecialty residency program (e.g. respirology as a subspecialty of internal medicine).
3. An enhanced skills residency program (e.g. family practice anesthesia, care of the elderly, etc.)

### Purpose

The purpose of this document is to provide guidance on the governance of sponsored residents and the residency programs within which they train.

### PRINCIPLES

The following principles apply:

1. The program and all sponsored residents are governed by the PGME Committee and all PGME policies, procedures, guidelines, and terms of reference whose scope includes residents/residency programs.
2. All aspects of the program are held to, and must meet, CanRAC’s General Standards of Accreditation for Residency Programs and the discipline-specific standards set by the relevant accrediting college.
3. Sponsored residents should be treated no differently from residents funded by the Alberta Ministry of Health, apart from where monetary provisions are concerned or where a formal sponsorship agreement specifies explicit expectations.
4. The relation with the sponsoring agency is typically recognized with a formal written agreement between the sponsor and the University of Alberta. The terms of the agreement must be adhered to by PGME, the program, the respective Division/Department, and the sponsored resident.

5. The first three (3) months of training are on a probation basis, with a summative assessment at the end of the three months.
  - a. The training may be terminated by either party at any time until the end of the probation period in the event of unsatisfactory performance or if the fellow feels that the program is a poor fit for their learning needs.

## **GUIDELINE**

### **1. ELIGIBILITY AND LIMITATIONS**

- a. Sponsored residents must meet the licensing criteria for registration with the College of Physicians and Surgeons of Alberta (CPSA) for postgraduate education, including, but not limited to, meeting the English Language Proficiency Requirements as outlined by College of Physicians and Surgeons of Alberta (CPSA).
- b. Sponsored residents must meet all Alberta Health Services (AHS) requirements, including, but not limited to, a satisfactory Criminal Record Check and Vulnerable Sector Search.
- c. Sponsored residents cannot be Permanent Residents of Canada nor Canadian Citizens.
  - i. This limitation does not apply to residents sponsored by a Canadian Ministry (i.e. another province's Ministry of Health or the Canadian Department of National Defense).
- a. Sponsored residents must meet the program/discipline-specific eligibility entrance requirements.

### **2. APPLICATION, SELECTION, AND OFFERS**

- a. The program must adhere to the *"National Deadlines for Postgraduate Medical Education Offers for Sponsored Trainees not Funded by a Canadian Ministry"* as determined and approved annually by the Association of Faculties of Medicine of Canada's (AFMC) Committee on Postgraduate Medical Education. At the University of Alberta, these deadlines apply to all sponsored residents, regardless of funding source.
- b. The program must adhere to the application cycle timelines, including requirements, interview and offer letter instructions, and deadlines, as set by PGME on an annual basis. The application cycle timelines are distributed to programs annually and will be in alignment with their relevant national match cycle.
- c. Sponsoring agencies must adhere to the application cycle timelines, including submission requirements and deadlines, as set by PGME on an annual basis. Applications received after the submission deadline will not be considered for the applicable entry cycle.
- d. The program must have a formalized, structured, and transparent selection process.
- e. The program's entry and selection criteria should not differ significantly from that of a resident funded by the Alberta Ministry of Health.
- f. The program should follow the PGME Resident Selection Best Practices Guidance Document.
- g. The program's Letter of Offer is not an official contract or letter of employment, and is expressly contingent on provincial licensing eligibility with the College of Physicians and Surgeons of Alberta (CPSA) as well as the review and approval of the Associate Dean, Postgraduate Medical Education (PGME) at the University of Alberta.
- h. The program's start date must be July 1. Complete incoming trainee packages (the application and the program offer letter) must be fully submitted to PGME a minimum of six (6) months in advance of July 1 of the relevant academic year.

### **3. RESIDENT PHYSICIAN AGREEMENT**

- a. The Resident Physician Agreement, as negotiated with the Professional Association of Resident Physicians of Alberta (PARA), applies to sponsored residents - see Article 4.01 of the Agreement for further details.
- b. Unless otherwise written in the formal agreement with the sponsoring agency, the sponsoring agency is responsible for PARA dues as outlined in the Resident Physician Agreement.

### **4. SALARY AND BENEFITS**

- a. Funding of salaries and benefits are:
  - i. negotiated as part of the formal written sponsorship agreement with the relevant sponsoring agency, or
  - ii. must be the residency program's entry pay level equivalent to and in alignment with the Resident Physician Agreement.
- b. Sponsored trainees are not permitted to have supplemental salary funding above that stipulated in the written agreement.
- c. Sponsored residents are not permitted to apply for a Physician Extender license and cannot participate in Physician Extender or Moonlighting activities.
- d. The allotment of paid leaves (e.g. sick leave, vacation, etc.) are typically negotiated as part of the formal written sponsorship agreement with the relevant sponsoring agency.