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 Approximate Review Date: January 2024
 (annual review for confirmation of award value)

PGME Program Administrator Award Terms of Reference: Administrative Leadership & Excellence Award

Office of Accountability:	Faculty of Medicine & Dentistry (FoMD)
Office of Administrative Responsibility:	Postgraduate Medical Education (PGME)
Approver:	Associate Dean, Postgraduate Medical Education
Classification:	Terms of Reference
Scope:	Residency Program Administrators

Purpose

To recognize a residency Program Administrator (as defined by the PGME Residency Program Administrator Policy) who exemplifies outstanding administrative leadership through the creation of a collegial and balanced work environment.

Overview

1. VALUE

Depending on grant funding availability, the PGME Office will provide full funding*, to a maximum of \$5000, for the award recipient to attend the Program Administrators Conference (held in conjunction with the International Conference on Residency Education or ICRE) given by the Royal College of Physicians and Surgeons of Canada (RCPSC) or to attend the International Conference on Academic Medicine (ICAM) given by the Association of Faculties of Medicine Canada (AFMC).

Funding amount is dependent on conference location (e.g. Halifax versus Edmonton), is not transferable to another person, and cannot be used if the recipient leaves the position to work outside of postgraduate medical education at the University of Alberta. Barring any exceptional circumstances, award funding must be used within 12 months of receipt of the award.

**Full Funding will cover travel, hotels, meals, incidentals, conference registration, and any other conference related costs, within the bounds of University of Alberta Travel & Expense policies.*

2. NUMBER

This can be awarded to one program administrator per annum.



3. CRITERIA

- a. Demonstrates excellence in relationship-building with learners, faculty, and administrative staff
- b. Demonstrates a commitment to enhancing residency education
- c. Demonstrates a commitment to enhancing and supporting program administration
- d. Leads by example in their “above and beyond” dedication to one or more of: the program, departmental medical education office, Postgraduate Medical Education
- e. Demonstrates a commitment to building, enhancing, and maintaining an inclusive, diverse, and equitable culture

4. LIMITATIONS

In an effort to ensure equitable distribution of this award, a program administrator can only be a recipient of this award once every five (5) years.

5. NOMINATION

- a. Nominations should be forwarded to the PGME Education Team Lead prior to April 1 of the applicable year
- b. A nomination package must include the following:
 - i. The candidate’s name and program
 - ii. A letter of support that clearly identifies the achievements of the candidate as they align with the criteria (maximum two pages with a word limit of 500)
 1. The letter of support must be submitted by a Resident, Teaching Faculty, Program Director, Program Administrator, or Immediate Supervisor (i.e. Team Lead or Academic Department Manager)
 2. Self-nominations are not permitted

6. SELECTION

- a. The Program Administrators Advisory Committee (PAAC) will act as oversight for the award selection, and as such will strike a working award selection subcommittee that includes, whenever possible:
 - i. At least two members of PAAC
 - ii. One program administrator who is not a member of PAAC
 - iii. One resident representative
 - iv. One faculty or program director member
- b. Selection committee members will recuse themselves from scoring nomination packages with which they have a direct conflict of interest (e.g. the Program Director of the residency program for which the candidate supports)
- c. The award will be presented to the recipient annually in May, and subsequently will be announced in the various PGME communications
- d. The award recipient’s name will be added to an award plaque to be hung in the PGME Office