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Parent Policy: PGME Program Director Policy

PGME Program Director Time Requirement Guideline

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 time requirement guideline for Program Directors at the University of Alberta. It embodies the principles in the parent policy, aligns with the General Standards of Accreditation for Institutions with Residency Programs as set by the Canadian Residency Accreditation Consortium (CanRAC), and is comparable to the time requirement guidelines in other residency and AFC programs (hereby referred to as training programs) in Canada.

POLICY

1. The full time equivalent (FTE) guideline for Program Directors reflects the number of residents or AFC fellows (hereby referred to as PGME trainees) in the program and is shown in Appendix I.
2. The FTE guideline could be allocated to the domain of administration or apportioned between administration and education at the discretion of the Department Chair (N.B.: The Associate Dean, PGME, does not assign FTE distribution).
3. This FTE guideline does not reflect the time required to administratively oversee learners who are not members of the training program, such as off-service residents, medical students, or other learners. In other words, if Program Directors administratively oversee learners who are not in the training program, additional time for these activities should be considered as determined by the Department Chair.
4. The Program Director FTE for a training program that lacks PGME trainees applies to established training programs which are inactive. While creating a new training program and applying to the accreditation college for New Program status, a nascent training program will lack PGME trainees, yet the inaugural Program Director will likely require significant time to prepare the application materials. In these cases, the Program Director FTE guideline may be relative to the anticipated number of PGME trainees once New Program status has been granted, and may even be slightly higher during the initial application process at the Department Chair's discretion.

5. There may be instances where Program Directors require a temporary increase in FTE to handle a temporary increase in administrative workload, such as preparing for mandated accreditation reviews or implementing Competency by Design. Such increases in FTE would be at the discretion of the Department Chair.

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).
Full Time Equivalent or FTE	Full Time Equivalent (FTE) refers to the unit of measurement of the program Director's workload, assuming a 40-hour work week.

APPENDIX I: Table Outlining Program Director FTE Guideline in relation to the number of PGME trainees that “belong” to the program.

The FTE guideline could be allocated to the domain of administration or apportioned between administration and education at the discretion of the Department Chair.

Number of PGME trainees in program	Program Director FTE Guideline
0	0.05 - 0.1
1-3	0.15
4-9	0.2
10-20	0.3
21-34	0.4
35-49	0.5
50 or greater	0.6-0.7*

*The FTE for training programs with very large numbers of PGME trainees is difficult to estimate. Hence, a range is provided to act as a guideline. Also, it is assumed that very large training programs will have other administrative leaders to help oversee the training program, in addition to the Program Director’s FTE listed above.