

## Program Administrators Professional Development Fund

### Eligibility

Eligible program administrators must be associated with a residency training program and hold one of the following appointments:

- Program Administrator
- Educational Consultant

### Purpose

To support professional development.

### Maximum Amount

Each eligible program administrator can claim up to \$1,000 annually (Jan 1 – Dec 31)

*Note: Unused funds cannot be carried forward to the following year.*

### Eligible Expenses

Funds can be used for a variety of professional development activities based on individual learning goals and career path.

Examples of eligible expenses for program administrators:

- Registration fees for courses, workshops, exams, webinars, and conferences
- One-on-one career coaching fees
- Travel and accommodation for out of town conferences

Examples of ineligible expenses for staff:

- Activities or travel to fulfill required work-related responsibilities
- Activities taken for health and wellness, general interest, or recreational purposes (including related equipment)
- Local travel expenses (parking, gas, meals, transit)
- Academic student fees

- Professional memberships and certifications that are **not** required for your job
- Application software or licensing
- Home phone, data or internet plans
- Electronics such as laptops, iPads, mobile phones, e-readers
- Office equipment or supplies
- Professional insurance

#### Approval process:

- [Applications for funding](#) must be approved in writing by your Program Director / Manager, and the PGME Office before incurring costs and to ensure activities are reflected in annual performance reviews.

#### Feedback requirement:

In exchange for financial support, the PGME Office requires that anyone approved for funding provide a summary of the information they gained from their professional development activity in the form of either a brief written report that can be included in a PA newsletter; or, in the case of the ICRC PA conference, give a brief informal presentation at the Fall PA development Pearls session. This is intended to provide a mechanism for information sharing, and let others know of relevant and worthwhile professional development opportunities.

Upon completion of your PA development activity, the PA Executive will review your feedback on how your learning objectives were met and determine if feedback to the whole group is required.

#### Reimbursement process:

- As stated on our [website](#), upon completion of your conference please have your department reimburse you directly and remember to submit proof of attendance to our office (name badge or certificate of attendance). The department can then request reimbursement to be processed by submitting a copy of all receipts, along with a FAST report showing the amounts that were paid by the department (after Tax amount). Please note that the amounts shown in FAST will need to be separated to show the total amount

for each item claimed (eg. Hotel, Car rental, Airfare, Conference Fee, etc) Reimbursement requests with the supporting documents can be sent to [Christine](#) in our office, who will generate a journal entry to reimburse the department/program

- Applications for reimbursement must be submitted to your program / division within 30 days of completion of the approved activity and include proof of completion and receipts
- The PGME Office also requires proof of attendance / completion of the approved activity in order to approve reimbursement
- The costs incurred must be in the current calendar year
- Written feedback outlining how your learning objectives were met is required before reimbursement can take place
- The deadline for reimbursement for the current calendar year is the first week of April (prior to the end of year fiscal cut-off).
- Please note that you cannot split the cost of a professional development related expense between two funding years

**Exception for new Program Administrators and Educational Consultants attending the ICRE PA Conference (or FMF Conference for Family Medicine Program Administrators):**

Please note that this funding does not include reimbursement relating to attendance at the ICRE PA Conference (or FMF Conference for Family Medicine Program Administrators) for new Program Administrators or Educational Consultants in their first year in their role, as this is covered separately by the PGME Office.

This includes transportation, meals, PA Conference registration, and accommodations in accordance with Queen's [policies](#). If you wish to stay longer, you can, but we will only cover the portion that covers the PA conference.

The process and timelines for reimbursement are the same as for those utilizing the PA Professional Development Fund.

***NOTE: Professional Development funding availability will be reviewed annually by the PGME Office to ensure adequate funding exists.***