



Program Director, Assistant Program Director, Program Administrators PGME Selection and Notification Process

Background

The Postgraduate Medical Education must maintain an accurate list of all residency program leadership and program administrators.

There is also an accreditation standard that the Associate Dean (AD), Postgraduate Medical Education Office (PGME), engages collaboratively with programs on the selection and appointment of program leadership.

For a New or Change in Program Director (PD), Assistant Program Director (APD) or Site Director (SD)

The PD, APD or SD should be selected by the Department Head with appropriate collaboration with the AD-PGME. Options include:

- a) A Selection Committee including the AD-PGME, or a delegate of the PGME Office. Committee Membership may include but not be limited to representation from each of the following groups: residents, faculty, administrative staff, recent residency graduates, site representatives (if distributed) and residency program committee members.
- b) Where a Selection Committee is not part of the process (e.g., no other candidates), the Department Head, or delegate, makes a recommendation to the PGME Office. The recommendation must include confirmation that the candidate is in good standing with the CPSO, is in good standing and credentialed with the respective College, and within the program there are no identified issues with trainees or other faculty.

In both A) and B) the program will submit the recommendation via [the PGME notification form](#).

Once the notification form has been submitted to the PGME Office, the AD-PGME (or delegate) will:

1. Request that the Director, Assessment and Evaluation, review preceptor and rotation evaluations and confirm that there are no identified issues with trainees
2. Consult with the most relevant affiliated teaching institution (e.g., a medical



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affairs office) to ensure there are no identified issues with trainees and/or other faculty that would result in the candidate being an unsuitable choice.

Confirmation of Appointment

1. If there are no identified concerns, the AD-PGME (or delegate) will confirm support for the candidate and will notify the Department Head and/or respective Division Chair.
2. If issues are identified and there are concerns, the AD-PGME will meet with the Department Head and/or respective Division Chair for a discussion about the suitability of the candidate.

PGME Action

With confirmation of the appointment, the PGME Office will use the information to facilitate access for the new PD and/or Assistant PD to internal (e.g., MS Teams for PGMEC) and external (e.g., CanAMS) systems to support their work. It will be posted on the PGME Website. The information will also be used to deactivate systems access for those PDs and APDs who have departed their roles.

For a Change in Program Administrators

Where there has been a change to the program administrator for the program, an appropriate manager and/or program director should complete [this form](#). The PGME Office will use this information to update the information with the College of Family Physicians of Canada and/or the Royal College of Physicians and Surgeons of Canada. This will facilitate access to the CanAMS system for accreditation. It will also facilitate the PGME Office setting up access for program administrators to the following:

- PGME email distribution list
- MS Teams for meeting materials and packages
- CaRMS
- Medical Trainee Days
- Elentra

This will also allow the PGME Office to deactivate systems access and notify the respective parties as needed when someone departs from their role.

Questions? Please contact pgme@queensu.ca