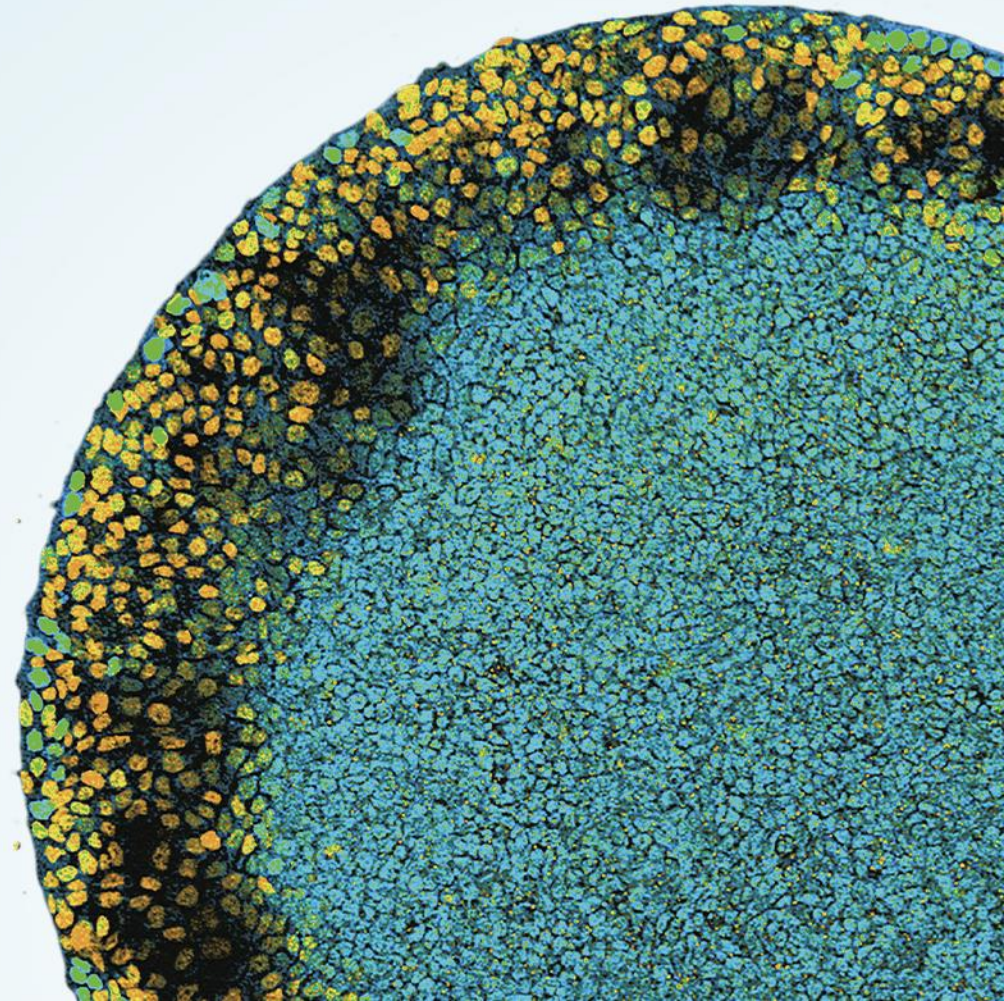


Task Force on Best Practices in PGME Program Support

PGMEAC November 29, 2024

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Objective of the Task Force



Purpose: Recommend updates to the Guidelines for Residency Program Support.

<https://pgme.utoronto.ca/guidelines-residency-program-support>

Original guideline based on a 2014 Task Force report (Gullane), last reviewed in 2019



Key Focus: Align with Canadian Residency Accreditation Consortium (CanRAC) standards.

Accreditation Standards To Be Addressed

1.2.4.1: Standardized job descriptions for Program Directors.

1.2.4.2: Collaborative appointment process for Program Directors between discipline and Postgraduate Dean.

2.1.1.5: Regular review of policies by Postgraduate Dean and Postgraduate Education committee.

2.2.2.2: Written guidelines for support and remuneration for Program Directors.

7.1.1.1: Role descriptions for administrative personnel.



Scope of Work



Conduct Environmental Scan: Support structures and administrative practices nation-wide.



Recommend: Minimum FTE allotments for Program Director and Program Administrator roles.



Set Remuneration: Minimums for Program Director time.



Recommend: Guidelines for the search and selection of Program Directors.



Review and Update: Job descriptions for key roles.



Task Force Membership

Co-Chairs: Linda Probyn, Chris Li

VCs Education (7) or appointed Program Director delegate (5) from each Department

Program Administrators (4)

Business Officer and Practice Plan representatives (5)

Resident Members (2)

PGME representatives: Yasmine Ishmael, Laura Leigh Murgaski, Caroline Abrahams

Meetings and Deliverables

Initial Meeting: December 6, 2024.

Subsequent Meetings: Over 12 months.

Deliverables: Draft updated guidelines and recommendations for consideration by relevant committees.



Questions/Discussion