



Royal College Specialty Program Director Appointment

Category:	Appointments, Curriculum, Assessments and Promotions
Responsibility:	Associate Dean, PGME
Approval:	PGME Committee
Date:	Date initially approved: June 2022 Date(s) reformatted or revised: n/a

Purpose:

To outline the principles and process for the appointment of a new Program Director of a Royal College-accredited residency training program at the College of Medicine, University of Saskatchewan.

This policy is being written in accordance with the [CanRAC accreditation requirements](#).

Principles:

The principles on which this policy is based are: new Program Director qualifications support and encourage the provision of high-quality residency education; and ensuring Program Directors are qualified is a shared responsibility with the Department, College of Medicine and University of Saskatchewan.

Definitions:

Program Director (PD) is the faculty member most responsible for the overall conduct of the residency program in a given discipline and responsible to the Head of the Department and to the Associate Dean, PGME in accordance with the criteria of the RCPSC/CFPC. Responsibilities of the Program Director can also apply to the responsibilities of the Site Director in CFPC programs, where appropriately delegated to the Site Director by the Program Director.

Program is the Royal College of Physicians and Surgeons of Canada (RCPSC) or the College of Family Physicians Canada (CFPC) accredited residency training program at the College of Medicine.

Postgraduate Medical Education (PGME) Office refers to the Associate Dean, PGME and the administrative personnel who are responsible for coordination and administration related to the oversight of the residency training programs.

Associate Dean, Postgraduate Medical Education the senior faculty officer responsible for overall conduct and supervision of postgraduate medical education within the faculty in the College of Medicine. The Associate Dean, PGME reports to the Vice-Dean, Medical Education.

Royal College (RCPSC) is the Royal College of Physicians and Surgeons of Canada

Scope of this Policy:

This policy applies to Department/Provincial Heads of residency training programs required to appoint a new Program Director to a residency training program at the College of Medicine, University of Saskatchewan.

This policy is developed in accordance with the Royal College of Physicians and Surgeons Policy on Appointing a Program Director of a Royal College-accredited Program. This policy is applicable to Royal College of Physicians and Surgeons specialty and subspecialty residency programs. The policy does not apply to Clinician Investigator Programs, Surgical Foundations programs, to Area of Focused Competence (AFC) programs or to College of Family Physicians of Canada residency training programs.

Policy:

1. General Program Director Requirements:

- 1.1 Directors of Canadian and international specialty and subspecialty residency programs accredited by the Royal College must:
 - 1.1.1 Be a specialist certified by a recognized body in the same discipline as the program of which they are the director.
 - 1.1.2 Maintain active engagement in a Continuing Professional Development program acceptable to the Royal College for the duration of their program director position.
- 1.2 Upon appointment to the role for the first time, all directors of Canadian and international specialty and subspecialty residency programs accredited by the Royal College must undertake:
 - Accepted Royal College or local program director training within 12 months of their appointment to the position of program director; and/or
 - One-on-one coaching with a Royal College Fellow / Subspecialist Affiliate who has current or recent experience as a program director of a Royal College-accredited program. Coaching must commence within three months of the appointment to the position of program director, and continue for at least one year.
 - 1.2.1 Program directors who are not certified by the Royal College must undertake both training and coaching with a Royal College Fellow / Subspecialist Affiliate who has current or recent experience as a program director of a Royal College-accredited program.
 - 1.2.2 There are no fees associated with training provided by the Royal College. Travel and other expenses associated with the above requirements are the responsibility of the program director and/or their institution.
- 1.3 There must be a single designated program director who is accountable for the residency program. Co-director models and/or the appointment of associate or assistant program directors are acceptable; however, one single program director must be identified as being responsible and accountable for the residency program and as the key interlocutor with the Royal College.
- 1.4 Program directors should not have a real or perceived conflict of interest with the program of which they are the director due to other roles they may play within the institution, such as the chair / head of the academic or clinical department or division. In such cases where there is a real or perceived conflict of interest, that conflict must be managed appropriately, in accordance with

- the institution's guidelines for managing conflicts of interest.
- 1.5 Programs must have continuous oversight by a designated program director. Should the program director position become vacant at any time, the position may be filled on an interim basis according to section 1.6 below.
 - 1.6 For a maximum of 12 consecutive months, an interim program director who does not meet the qualifications outlined above in section 1.1 may be appointed. After the 12-month interim directorship, the program director position should be filled by someone who meets the above requirements for at least three years before another interim program director will be accepted by the Royal College.
 - 1.7 For a limited time after a new discipline has been recognized, directors of programs in that discipline are not expected to be certified in the discipline.
 - 1.7.1 The timeline will be determined by the Royal College Specialty Committee of the new discipline, and will be based, in part, on the expected length of time for a specialist in the discipline to become certified.
 - 1.7.2 The Royal College Specialty Committee of the new discipline will determine the acceptable qualifications of program directors in that discipline until such time that a PD who meets the requirements in section 1.1 above would be required, not to exceed 10 years.
 - 1.7.3 The timeline and acceptable qualifications in 1.7.1 and 1.7.2 will be determined at the outset of the discipline's founding, and overseen by the Office of Specialty Education.
 - 1.8 The appointment of a program director who does not meet the requirements outlined in sections 1.1 and 1.3–1.7 above has implications for the program's accreditation status. Additionally, responsibility for training and faculty development of program directors, as outlined in section 1.2 above, rests with the institution and will be reviewed during the regular cycle of accreditation for each institution. The appended procedures specify the process for verifying acceptable qualifications of program directors and implications for accreditation status.
 - 1.9 This policy does not apply to program directors currently in the position when the policy comes into effect. The policy will be applied when program directors are newly appointed to the position with a notification to the Royal College.

2. Roles and Responsibilities with regard to program directors:

- 2.1 Institutions are responsible for:
 - 2.1.1 Ensuring programs are overseen by appropriately-qualified program directors, and, through the postgraduate dean / senior education officer in collaboration with the academic lead of the discipline, are responsible for, and have authority for the recruitment and selection of program directors with acceptable qualifications.
 - 2.1.2 Ensuring programs have continuous oversight with no gaps in the program director position, and that the requirements in section 1.6 above are followed when program directors are appointed on an interim basis.
 - 2.1.3 Providing information to the Royal College about the credentials of each program director and for informing the Royal College within two weeks when a new program director is appointed.

- 2.1.4 Ensuring the information submitted for institution and program accreditation-related activities is accurate and complete.
 - 2.1.5 Supporting newly-appointed program directors within their institution to undertake the training and/or coaching required in section 1.2 above.
 - 2.1.6 Supporting program directors within their institution to participate in the relevant Royal College Specialty Committee.
- 2.2 The Royal College, through the Office of Specialty Education (OSE), is responsible for:
- 2.2.1 Co-appointing program directors through the validation of the qualifications of program directors against the requirements. This occurs when an institution informs the Royal College of the appointment of a new program director. For programs in Québec, this is undertaken conjointly with the CMQ.
 - 2.2.1.1 OSE will verify completion of PD training and/or coaching, and the acceptability of CPD programs.
 - 2.2.1.2 OSE will confirm the appointment of PDs whose qualifications meet the requirements outlined in this policy.
 - 2.2.1.3 In the case of PDs of programs in new disciplines (1.7 above), OSE will approve and oversee the timeline and interim qualifications.
 - 2.2.2 Informing the institution if (a) program director(s) does not meet the acceptable qualification requirements, and the required follow-up and implications according to the appended procedures.
 - 2.2.3 As part of the accreditation process:
 - 2.2.3.1. Reviewing the institution's process for the appointment and ongoing assessment of all residency program directors (for programs in Québec, this is undertaken conjointly with the CMQ); and
 - 2.2.3.2 Tracking program director participation in Specialty Committee meetings.
 - 2.2.4 Providing program directors with access to CanAMS.
 - 2.2.5 Listing the names and contact information of program directors on the Royal College webpage of accredited programs.
 - 2.2.6 Issuing invitations to program directors to the New Program Directors Workshop and/or other professional development opportunities for program directors organized by the Royal College, as appropriate.
 - 2.2.7 Issuing invitations to program directors to participate in the National Advisory Committee, as appropriate.
- 2.3 Specialty Committees are responsible for:
- 2.3.1 Determining the maximum length of time a program in a newly recognized discipline may have a PD who is not certified in the discipline, not to exceed 10 years.
 - 2.3.2 Determining the acceptable qualifications of PDs of programs in newly recognized discipline until such time that a PD with certification in that discipline would be required.
 - 2.3.3 Providing a forum for all program directors to meaningfully participate in the dialogue about the discipline.
- 2.4 Program directors are responsible for:
- 2.4.1 Completing the program director training and/or coaching, as required.

- 2.4.2 Fulfilling the responsibilities of a program director as set out in the general and relevant speciality-specific standards of accreditation, including, but not limited to:
- 2.4.2.1 Ensuring the design and delivery of accredited programs align with the general and specialty-specific standards of accreditation;
 - 2.4.2.2 Overseeing assessment decisions regarding resident progress through the program, including identification of residents who are not progressing as expected, residents who are examination eligible, and residents who have met the requirements for certification;
 - 2.4.2.3 Providing the required summative documents for exam eligibility and for each resident who has successfully completed the residency program; and
 - 2.4.2.4 Participating in the relevant discipline Specialty Committee, according to the role description for a non-voting member.

3. Related Documents & Resources:

PGME supports the following policies, documents and resources and uses them as a basis for this document:

- Referenced with permission from the [Royal College of Physicians and Surgeons](#)
- [Royal College Program Director Handbook](#)
- [CanRAC accreditation requirements](#)

Non-compliance:

Instances or concerns of non-compliance with this policy should be brought to the attention of the Associate Dean, Postgraduate Medical Education.

Procedures:

[Procedure for appointing a new Program Director](#)

Contact:

Coordinator for Academic and Non-academic Processes, PGME Office
Phone: 306-966-6145