



## **PD Onboarding Process & Responsibilities**

### Incoming PD Responsibilities:

Completed

- PGME is notified of change in PD via form Yes/No
- Onboarding meeting arranged with exiting PD Yes/No
- Review PD Onboarding Resource List Yes/No
- Review PD Change Process Map Yes/No
- Enter upcoming PGME Committee meeting dates in calendar Yes/No
- Request access to CaRMS online Yes/No

### PGME Responsibilities:

- Orientation meeting arranged with Associate Dean Yes/No
- CFPC/ RCPSC notified Yes/No
- PD added to contact lists (PD, PGME Committee) Yes/No
- Access provisioned to Sharepoint Yes/No
- Access requested to CanAMS Yes/No

Any questions? Please contact [pgdean@ucalgary.ca](mailto:pgdean@ucalgary.ca)