

Roles and Responsibilities of a Clinical Fellowship Program Director

1. Program director must be a specialist certified by the College of Physician and Surgeon of Alberta in the same core specialty within the fellowship discipline and must maintain active engagement in a continuing professional development program.
2. 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 hold within the University of Calgary, such as the chair/head of the academic or clinical department or section. In such cases where there is a real or perceived conflict of interest, that conflict must be managed appropriately in accordance with the U of Calgary guidelines and there must be acknowledgement of conflicts and mitigation plans in place in advance. <https://cumming.ucalgary.ca/about/faculty-and-staff/conflict-interest>
3. Program directors, in collaboration with the fellowship committee, are responsible for:
 - Review of and selection of Clinical Fellowship candidates.
 - Development of appropriate goals and objectives for each Clinical Fellowship.
 - Development and submission to PGME for approval of each Fellowship Framework.
 - Development and periodic review of appropriate evaluation procedures for each Clinical Fellowship.
 - Review of and decision-making authority for the evaluation of the probationary period.
 - Development of any necessary Remedial Plan with guidance of the PGME office.
 - Decisions regarding unsuccessful progress through or completion of the program, dismissal, and termination.
 - Final approval of the award of a Fellowship Certificate.
 - Ensure timely feedback is provided to Clinical Fellows.
 - Periodic review of the curriculum.
 - Inform PGME office when fellow is on leave of absence for period greater > 4 weeks. PGME approval is required for cumulative leave of absence > 8 weeks during the fellowship.
 - Submit requirement documents to PGME office in a timely fashion in accordance to the [PGME Clinical Fellowship Policy](#).
 - Overseeing the approved funding and/or financial arrangement for fellows in collaboration with the clinical department/section.
 - Ensure appropriate and transparent process of conflict resolution for fellows.
 - Guarantee the provision of information to the fellow on how to access for PGME support and reporting of well being. ([PGME - Clinical Fellows | Cumming School of Medicine | University of Calgary \(ucalgary.ca\)](#))