



UNIVERSITY OF CALGARY
CUMMING SCHOOL OF MEDICINE

Postgraduate Medical Education
Director of Fellowship Programs

Main Accountabilities

The PGME Director of Fellowship Programs will operate under the direction of the Associate Dean, PGME. The Director will assume responsibility for, and act as a resource to:

- Provide oversight for fellowship training programs at the Cumming School of Medicine
- Regularly review and update policies and procedures related to fellowship programs
- Support fellowship programs to maintain robust evaluation processes
- Review and approve applications for new fellowship programs
- Work collaboratively with the Accreditation Chair to support programs with approved status as Royal College Area of Focused Competence (AFC) or those in the process of submitting an application for AFC recognition
- Work collaboratively with the Office of Resident Affairs & Physician Wellness to support wellness for individual trainees and fellowship programs
- Work collaboratively with the PGME Fellowship Coordinator
- Support fellowship program directors to address trainees in academic difficulty
- Chair the PGME Fellowship Committee
- Liaise with CPSA to ensure policies and procedures are in consistent with requirements of the Medical Regulatory authority

Education

- Support faculty development initiatives for fellowship program directors and training committees
- The Director will serve as a member of the PGME Strategic Advisory Committee

Accountability

- Reports to the Associate Dean, PGME

Liaises with the following

- PGME Committee
- Fellowship program directors
- PGME Accreditation Chair
- Office of Resident Affairs & Physician Wellness
- College of Physicians & Surgeons of Alberta
- Departmental Vice Chairs, Education
- Immigration, Refugees and Citizenship Canada

Qualifications and Skills

The preferred candidate will be a physician with experience in postgraduate medical education who demonstrates:

- Excellent communication and presentation skills
- Leadership skills as previous committee chair
- Familiarity with policy development and review
- Familiarity with policies and procedures related to fellowship training would be an asset

Term of Office

The term of office shall be three years, renewable once.

Time Commitment

The position is 0.4 FTE

Other Requirements

- Faculty member of the University of Calgary, Cumming School of Medicine
- Previous experience as either a residency or fellowship Program Director would be an asset

Approved by:

Lisa Welikovitch, MD FRCP
Associate Dean, Postgraduate Medical Education

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