

PGME Subcommittee for Allocation of Residency Positions Terms of Reference

PURPOSE

The Postgraduate Medical Education (PGME) Subcommittee for the Allocation of Residency Position serves in an advisory capacity to the Associate Dean PGME, on matters relating to the allocation of CaRMS matched first year (R1) entry-level positions, CaRMS matched PGY3 Emergency Medicine; CaRMS matched Medicine and Pediatric sub-specialty positions, other sub specialty residency positions, and re-entry positions.

PRINCIPLES

Allocation of residency training positions will be managed in a transparent manner

Members of the Allocations Subcommittee will review the overall criteria and act, to the best of their ability, in the interests of the broader CSM mandate taking into account physician resource requirements in Alberta when making recommendations.

The Associate Dean will bring relevant budgetary or other constraints to the attention of the Allocations Subcommittee.

DEFINITIONS

CaRMS: The Canadian Residency Matching Service

PGY1 Entry positions: The total number of first year entry level residency training positions at the Cumming School of Medicine (CSM). These are linked to, but not necessarily equal to, the size of the CSM MD graduating class. The R1 allocation represents the minimum number of positions that are posted on the CaRMS site from year to year.

PGY3 Family Medicine Enhanced Skills: The number of positions allocated to Family Medicine Enhanced Skills programs and available to Family Medicine residents completing their second year of training.

Medicine and Pediatric Subspecialty positions: The number of positions allocated to each subspecialty discipline on an annual basis and posted for application on the CaRMS site.

Other subspecialty positions: The number of positions allocated on an annual basis to each subspecialty discipline which does not use the CaRMS service for resident application and matching.

Re-entry positions: Re-entry applications are directed to programs and then submitted to the Allocations Committee for consideration. These will be reviewed twice yearly at the December and June meetings.

MEMBERSHIP

- Chair: Associate Dean, PGME (nonvoting except in the case of a tie)
- (6) CSM Program Directors (or other Faculty in current or recent PGME leadership positions) representing small, medium, and large programs and a broad variety of disciplines. Representation should include Family Medicine, Laboratory Medicine, Surgical, Medicine, and Pediatrics programs.
- (1) Resident representative
- (2) Alberta Health Services representatives; to include the PGME physician liaison
- Administrative Manager, PGME Office (nonvoting)
- PGME Accreditation Chair (non-voting)
- PGME Director of Advocacy & Accountability (non-voting)

Quorum = 5 voting members not including the Chair

Substitutions: The Assistant Dean PGME may substitute for the Associate Dean PGME and chair meetings. With the approval of the Chair all members may assign a suitable alternate, provided broad representation is maintained.

RESPONSIBILITIES

- Review the existing allocation of positions and overall resident numbers in CSM programs
- Review requests for allocations and assign a weighting to these based on identified criteria
- Make recommendations on the allocation of positions under consideration
- Make recommendations on the principles and allocations for PGY3 EM and subspecialty PGY4 positions when required
- Review re-entry application criteria
- Review the anticipated number of exiting medical students and the anticipated ratio of PGY1 entry-level positions
- Review requests for development of new residency programs

CRITERIA

The following areas will be considered by the Allocations Subcommittee

- Physician Resource Needs
- Program Capacity and Resources
- Program Quality
- Program Sustainability
- Program History and Capacity for Accepting Additional Residents
- Societal need for physicians in a particular discipline

- Workforce planning data when it is available

An appropriate distribution between Family Medicine and Royal College R1 entry-level disciplines must be maintained based on Alberta Health and CSM requirements.

The deliberations of the Subcommittee are held in strict confidence and only the process and overall final allocations made public.

MEETINGS

- Twice per year (December and May/June) with additional meetings if required at the call of the Chair
- Final allocation decisions will be sent by the Associate Dean PGME to individual programs and announced at a subsequent PGME Committee meeting

Original policy approved February 8, 2002

Revision approved by Allocations Subcommittee July 14, 2008

Revision approved by PGME Committee November 14, 2008

Revision approved by PGME Committee December 5, 2014

Revision approved by Allocations Committee December 2019

Revision approved by PGME Committee January 17, 2020