

Original Approval Date: January 26, 2023  
 Effective Date: January 27, 2023  
 Approximate Review Date: January 2024  
 (annual review for confirmation of award value)

---

## PGME Program Administrator Award Terms of Reference: Doris Kurtz Career Achievement Award

|   |  |
|---|--|
| <b>Office of Accountability:</b>                | Faculty of Medicine & Dentistry (FoMD)         |
| <b>Office of Administrative Responsibility:</b> | Postgraduate Medical Education (PGME)          |
| <b>Approver:</b>                                | Associate Dean, Postgraduate Medical Education |
| <b>Classification:</b>                          | Terms of Reference                             |
| <b>Scope:</b>                                   | Residency Program Administrators               |

### Background

This award was created in honor of Doris Kurtz who has strived throughout her career to advance the scope, recognition, and professional development of Program Administrators. Ms. Kurtz was one of the founders of the Program Administrators Conference (or “PA Track”) that is held annually in conjunction with the International Conference on Residency Education (ICRE) and has worked in residency education for over 30 years.

### Purpose

In celebration of outstanding dedication, this award is to recognize a residency Program Administrator (as defined by the PGME Residency Program Administrator Policy) with ten (10) or more years of service.

### Overview

#### 1. VALUE

Depending on grant funding availability, the PGME Office will provide full funding\*, to a maximum of \$5000, for the award recipient to attend the Program Administrators Conference (held in conjunction with the International Conference on Residency Education or ICRE) given by the Royal College of Physicians and Surgeons of Canada (RCPSC) or to attend the International Conference on Academic Medicine (ICAM) given by the Association of Faculties of Medicine Canada (AFMC). An alternative conference/workshop of the recipient’s choice may be considered, based on role applicability, and would require approval by the Associate Dean, Postgraduate Medical Education (PGME).

Funding amount is dependent on conference location (e.g. Halifax versus Edmonton), is not transferable to another person, and cannot be used if the recipient leaves the position to work outside of postgraduate medical education at the University of Alberta. Barring any exceptional circumstances, award funding must be used within 12 months of receipt of the award.

*\*Full Funding will cover travel, hotels, meals, incidentals, conference registration, and any other conference*

*related costs, within the bounds of University of Alberta Travel & Expense policies.*

### 1. NUMBER

This can be awarded to one program administrator per annum. If a suitable candidate is not apparent, the award will not be made for that year.

### 2. CRITERIA

- a. Demonstrates commitment to medical education by service for ten (10) or more years.
- b. Demonstrates sense of pride in the program and their role within the program; is well-respected by faculty, learners, and colleagues.
- c. Demonstrates mentorship and support of junior administrative staff; makes the program and departmental medical education office a welcoming environment.
- d. Demonstrates knowledge about program operations, evidenced by the ability to consult on a large variety of topics/inquiries and provide/connect appropriate resources
- e. Demonstrates participation in the development or improvement of program and/or departmental medical education office processes
- f. Goes "above and beyond" in their role

### 3. LIMITATIONS

In an effort to ensure equitable distribution of this award, a program administrator can only be a recipient of this award once.

### 4. NOMINATION

- a. Nominations should be forwarded to the PGME Education Team Lead prior to April 1 of the applicable year
- b. A nomination package must include the following:
  - i. The candidate's name and program
  - ii. A letter of support that clearly identifies the achievements of the candidate as they align with the criteria (maximum two pages with a word limit of 500)
    1. The letter of support must be submitted by a Resident, Teaching Faculty, Program Director, Program Administrator, or Immediate Supervisor (i.e. Team Lead or Academic Department Manager)
    2. Self-nominations are not permitted

### 5. SELECTION

- a. The Program Administrators Advisory Committee (PAAC) will act as oversight for the award selection, and as such will strike a working award selection subcommittee that includes, whenever possible:
  - i. At least two members of PAAC
  - ii. One program administrator who is not a member of PAAC
  - iii. One resident representative
  - iv. One faculty or program director member
- b. Selection committee members will recuse themselves from scoring nomination packages with which they have a direct conflict of interest (e.g. the Program Director of the residency program for which the candidate supports).



- c. The award will be presented to the recipient annually in May, and subsequently will be announced in the various PGME communications.
- d. The award recipient's name will be added to an award plaque to be hung in the PGME Office.