

 DALHOUSIE UNIVERSITY Postgraduate Medical Education Program Administrator and Program Director FTE Allocation	<i>Policy Sponsor:</i> Faculty of Medicine	<i>Approval Date:</i> June 5, 2025
	<i>Responsible Unit:</i> Postgraduate Medical Education	<i>Amendments:</i>

The effective administration of residency training programs is essential to the success of Postgraduate Medical Education (PGME). However, this work has become increasingly complex and time-consuming. In recent years, several programs within PGME at Dalhousie have reported that managing their medical education responsibilities has become unmanageable with their current full-time equivalencies (FTEs). To address this, the following FTE allocations are recommended for the effective management of residency training programs:

Program Administrator FTE		
# of residents in program	Dal Current	Dal Recommended
1-4	0.3	0.3-0.4
5-9	0.5	0.5-0.7
10-14	0.8	0.8-1.0
15-19	1	1.0-1.2
20-24	1.4	1.4-1.6
25-29	1.5	1.5-1.8
30-49	1.6	1.8-2.0
50-74	1.8	2.0-2.5
75-99	1.9	2.4-3.0
100-124	2	3.0-4.0
125-149	2.4	3.5-4.0
150-200	-	4.0-4.5
200-250	-	4.5-5.0

Program Director FTE		
# of residents in program	Dal Current	Dal Recommended
1-4	0.2	0.2
5-9	0.2	0.2-0.3
10-14	0.3	0.3-0.4
15-19	0.3	0.3-0.4
20-24	0.4	0.4-0.5
25-29	0.4	0.4-0.5
30-49	0.6	0.6-0.7
50-74	0.6	0.7-1.2
75-99	0.8	0.8-1.5
100-124	1	1.0-2.0
125-149	1.2	1.5-2.0
150-200	-	2.0-2.5
200-250	-	2.5-3.0