

 DALHOUSIE UNIVERSITY Postgraduate Medical Education Site Selection Policy	<i>Policy Sponsor:</i> Faculty of Medicine	<i>Approval Date:</i> May 2, 2024
	<i>Responsible Unit:</i> Postgraduate Medical Education	<i>Amendments:</i>

Definitions

- Training site: A hospital, clinic, or other facility that contributes to residents' educational experiences.
- Site coordinator: The coordinator/supervisor with responsibility for residents at a learning site.

Criteria

- Location within Maritime Provinces (Nova Scotia, New Brunswick, or Prince Edward Island)
- An active affiliation agreement with Dalhousie Medical School
- Accommodations compliant with the Maritime Resident Doctor collective agreement

Process

- Suitable sites will be guided by input from PGME and Program Director.
- All requests must be approved by the Residency Training Committee, signed by the Program Director, and approved by the Associate Dean PGME.
- All sites approved must comply with Dalhousie University and the Faculty of Medicine regulations and policies.
- Training sites must have an effective organizational structure to facilitate education and communication.
- Each training site must have a site coordinator/supervisor responsible to the residency program committee.
- The number, credentials, competencies, and scope of practice of the teachers are sufficient to supervise residents in all clinical environments, including when residents are on-call and when providing care to patients.
- Ensure site is accessible to learners and meets Dalhousie's safety policy standards.

Ongoing maintenance of training site status:

- Review and Assessment:
- A new site must have a dedicated review of training experience within 1 year of initiation, beyond the training program's regular Continue Quality Improvement processes. To include but not limited to:
 - evaluation of required educational experiences in accordance with the specialty specific goals and objectives
 - feedback from learners of training site, rotation specific experience and site-specific preceptors
 - identification of the optimal time of year to place this rotation based on stages of training

Accreditation Requirements

- Confirm facilities, learning resources and faculty comply with accreditation standards

Clinical Learning Environment

- Assess the quality and diversity of clinical setting

Faculty Support

- Ensure communication, faculty mentorship and support as required.

Accessibility and Safety

- Consideration and review of transportation, accommodation and security measures