



**APPENDIX 1: Residency Program Director Time & Administrative Support by Program Size**

**RESIDENCY PROGRAM DIRECTOR (PD) TIME & ADMINISTRATIVE PROGRAM SUPPORT**  
(1.0 FTE = 5 DAYS / WEEK)

Residency Program Size By No. of Residents	Program Director FTE+	Minimum Administrative Program Support FTE (Specific to PGME; does not include time spent on research, clinical, UGME or CME activities)
		Administrative Support FTE
0-1	0.075	Administrative support is dependent on the number of residents in the program and may vary from program to program
2-5	0.10	
6-10	0.15	
11-15	0.25	
16-20	0.30	
21-30	0.40	
31-40	0.50	
41-50	0.60	
51-75	0.70	
Over 75	0.80	

- Associate Program Director roles are being added to any program that currently has a Program Director with a .5FTE or higher.
- Assistant Program Directors are being added to programs with more than 100 off-service residents across all blocks in an academic year.