MEMORIAL UNIVERSITY

FACULTY OF MEDICINE

POSTGRADUATE MEDICAL EDUCATION
STAFF CONTACTS AND RESPONSIBILITIES

Dawn Corbett
PGME Coordinator
pgmecoordinator@mun.ca

Overall operations; administrative oversight; postgraduate training modified learning; remediation and probation plans; academic and clinical learner accommodations; management of human and financial resources.

Katelyn Hogan
Associate Dean and Coordinator Secretary
pgmesecretary@mun.ca

Administrative and scheduling support for Associate Dean and PGME Coordinator; PGY 1 and 2 academic half-days.

Raylene Rowe
PGME Program Administrator
pgmeadministrator@mun.ca

Postgraduate training programs liaison; accreditation coordination; CaRMS coordination; RCPSC/CFPC compliance; policies and procedures; internal and inter-provincial transfers.

Melissa Dalton
Administrative Staff Specialist
pgmeadminstaff@mun.ca

Human resources and financial administration assistance; coordination and support of team members and PGME event planning.

Jennifer Collins
Evaluation and Assessment Officer
pgmeofficer@mun.ca

Program evaluation and assessment review; QA/QI support; database management and CQI accreditation documentation.

Val Hunt
Academic Program Assistant, Admissions and Administration
pgmeassistant@mun.ca

Learner reappointments and leaves of absence; off-service call (moonlighting/locums); visiting electives; internal transfer support; admissions and website maintenance.

Holly Cooper
Academic Program Assistant, IMG Admissions and Administration
pgmeimg@mun.ca

IMG admissions and support; IMG database management; CaRMS support; PGME events support and alumni verifications.

Vacant
Receptionist
pgme@mun.ca

General enquiries; rotation orientation; learner confirmation letters and certificates; learner reimbursements; archiving; learner handbook; office support; learner registration and newsletter.

RESOURCES:

Learner Well-being and Success (LWS)

Distributed Medical Education (DME)