



AREAS OF FOCUSED COMPETENCE PROGRAMS INFORMATION SHEET FOR FACULTY PLANNING TO ENROLL

Background

Areas of Focused Competence (AFCs) are areas of specialty medicine that address a demonstrated societal and patient population need that was previously unmet by the system of primary and subspecialty disciplines. Akin to current clinical fellowship or post-residency training in that they are equivalent to one to two years of additional training, the AFC category is intended to:

- Establish national standards for training and specialist competence, designed to improve quality of care and patient safety,
- Prevent unnecessary fragmentation of specialty training, care, and practice by providing credentials in highly focused areas of practice that might otherwise have been considered for recognition as a subspecialty,
- Provide Fellows with additional opportunities to acquire nationally and internationally portable credentials — the [Diploma of the Royal College of Physicians and Surgeons of Canada \(DRCPSC\)](#), and
- Offer universities opportunities to enhance the academic environment.

Post Graduate Medical Education Registration Overview

All faculty members engaged as learners in AFCs are required to be appointed and registered as a Clinical Fellow with the Postgraduate Medical Education Office. For more information on the application process please see: <https://pgme.utoronto.ca/faculty-staff/areas-focused-competence-afc-diploma-programs/afc-program-applications/>

Eligibility for Continued Faculty Appointment during Participation in an AFC

Faculty enrolled in **a part time AFC** are eligible to maintain their faculty appointment; however, as per the [Procedures Manual for Clinical \(MD\) Faculty](#), full-time Clinical Faculty members will require a change to full time equivalent for the period of their participation in the AFC.

3.3.1.5. Appointment or transfer to *full-time equivalent*

A full-time clinical academic appointee may be *full-time equivalent* at the time of appointment or transfer to a *full-time equivalent* appointment under conditions approved by the *Dean*, and time-limited to the duration of those conditions. The designation of *full-time equivalent* refers to those holding a full-time continuing annual clinical academic appointment on a less than 1 FTE basis, such that at least 80% of their professional working time is devoted to academic work. Continuation of FTE status will generally be reviewed annually.

This designation is intended for those individuals who wish to work fewer hours than would be expected of a full-time appointee.

Transfer to a *full-time equivalent* appointment requires the approval of the *University* Department Chair, Hospital Chief, and *Dean*. The faculty member must meet the following criteria for such an appointment:

- Meet the main criteria for a full-time clinical academic appointment, including a commitment to academic activities for at least 80% of their professional time (see Table 1).
- Hold a Medical Staff appointment at a *fully-affiliated teaching hospital or community-affiliated hospital*, with *harmonized institutional research policies*.
- Be a member of a *conforming academic practice plan (or its equivalent)*. Such a *practice plan* must allow full participation in all aspects of the practice plan's policies, including access to the plan's dispute resolution process.
- Have no outside clinical or other employment without the permission of the Department Chair.
- Have an approved *academic position description*.

Faculty enrolled in **a full time AFC** will require an academic leave from their faculty appointment (as per section 3.6 of the [Procedures Manual for Clinical \(MD\) Faculty](#)).

3.6. Academic leaves of absences

- Academic leaves of absence for those holding full-time clinical academic appointments must be approved first by the *relevant site* Chief or equivalent, then by the Department Chair. The appointee must notify the Department Chair of the site Chief's approval as far in advance as is practicable, so that appropriate arrangements can be made if necessary, and to ensure the continuity of the *University* academic programs. There must be mutually acceptable written terms for the leave signed by the appointee, site Chief and Chair.

Please note that the request in appointment change will need to be processed through the Office of the Dean. In order to ensure your spot in the AFC Program, please provide sufficient time for review and approval.

Process for Change in Faculty Appointment during Participation in AFC

Applications for a change in appointment status to pursue a part time or full time AFC Program need to be approved by the Chair and Clinical Chief and Practice Plan Leader. Alternative Funding Plan Committees at relevant site need to be informed of the faculty member's change vis a vis eligibility for AFP monies.

Changes to the faculty member's Academic Position Description (APD) will also need to be made and signed by the faculty member, Department Chair, and Site Chief.

Additional Terms and Conditions:

The following additional terms and conditions will apply during the period of the faculty member's participation in the AFC Program:

- To avoid any actual or perceived Conflict of Interest circumstances, faculty members enrolled in AFC programs cannot sit on Resident Program Committee, Competency Committees during AFC participation.
- Faculty teaching and assessment during AFC should optimally be limited to sites outside the site in which the AFC Program is pursued. If this is not possible, a proposal explaining how COIs will be managed should be submitted to the Dept Chair and to Postgraduate Medical Education.
- Faculty acknowledge that:
 - they will pursue any grievances related to the AFC via the available learner processes (i.e., not via faculty processes).
 - that any issues arise during the AFC that are relevant to their faculty role will be addressed via the usual faculty processes.
 - that their University Department chair is aware of their participation in the AFC, and the subsequent change to their faculty appointment for the duration of their participation.
 - that their clinical site chief and practice plan leaders are aware of their participation in the AFC, and the subsequent change to their faculty appointment for the duration of their participation.

Name (please print)

Date (yyyy-mm-dd)

Signature