



# Best Practices in Pre-Entry Assessment Programs (PEAPs) for Clinical Fellows

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# RECORDING OF WORKSHOP

This workshop will be recorded for educational purposes and may be shared with other participants who were unable to attend the live session. By participating in the workshop, you consent to being recorded. Participants are welcome to turn off their cameras throughout the presentation.

Important note – the Question & Answer (Q&A) component of this workshop will not be distributed; we request that you save all questions for the Q & A portion of the presentation.



# AGENDA

- Land Acknowledgement
- What is a Pre-Entry Assessment Program?
- Requirements for the PEAP
- Recommendations for Feedback & Assessment
  - Sample Feedback & Assessment Resources
- PEAP Extension Requests
- Resources Available for Clinical Fellows
- Questions & Answer Period

# LAND ACKNOWLEDGMENT

I (we) wish to acknowledge this land on which the University of Toronto operates. For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.



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# WHAT IS A PRE-ENTRY ASSESSMENT PROGRAM (PEAP)?

# WHAT IS A PRE-ENTRY ASSESSMENT PROGRAM?

- The Pre-Entry Assessment Program (PEAP) is a **mandatory College of Physicians & Surgeons of Ontario (CPSO) requirement** for all clinical fellows who did not complete their residency training in Canada or the United States.
- The PEAP is an assessment period that evaluates International Medical Graduates (IMGs) to determine whether they can function at the appointed level of training.
  - REMINDER: The PEAP period is **not a remedial period** as it is an assessment to confirm the fellow can function at the appointed level.
  - Fellows who are not functioning at the appointed level of training are not eligible for the Fellow in Difficulty Pathway or additional coaching supports.

# REQUIREMENTS FOR THE PEAP

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Per the CPSO,

- The PEAP period **MUST** be a minimum of 4 weeks in length and is a maximum of 12 weeks in length.
  - **PGME RECOMMENDATION:** Supervisors/departments utilize the **full 12-weeks** period to ensure a comprehensive assessment has been completed.
- The PEAP assessment is to take place in a supervised clinical, multidisciplinary environment where there is patient input on an ongoing basis.
- Assessors are to ensure that the Fellow completing the PEAP is:
  - mentally competent to practice medicine
  - able to practice with decency, integrity and honesty in accordance with the law; have sufficient knowledge
  - skill and judgment to engage in postgraduate medical training as authorized by the educational license
  - can communicate effectively and to display an appropriate professional attitude.

# REQUIREMENTS FOR THE PEAP

- The PEAP period cannot begin until the fellow has been granted their CPSO Postgraduate Certificate of Registration and met the [PGME Registration requirements](#).
  - Registration status of a fellow can be viewed on [POWER Registration](#)
- The PEAP period counts towards credible fellowship training (if successful)
- A fellow must successfully pass the PEAP to continue their fellowship training.
- If a fellow is unsuccessful in a PEAP
  - their appointment at the University of Toronto will be ended and they must cease clinical work immediately.
  - they will not be permitted to enter another PEAP in the same discipline in the province of Ontario.

# RECOMMENDATIONS FOR FEEDBACK & ASSESSMENT

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- This is an important assessment; vacation is discouraged during this period.
- Consistent & timely feedback is an integral component of the PEAP
  - it is critical that fellows are consistently provided formative feedback to highlight areas for improvement as well as areas of strength
- We recommend that fellows are formally assessed and given feedback (at a minimum) at 4, 8, 11 weeks
  - At 11 weeks the [Final PEAP Assessment Form](#) must be signed and submitted to [PGME](#) for processing
  - We encourage supervisors to block times for assessments at the beginning of the PEAP period and communicate this with the fellow.
- The 4- and 8-week assessment can be done using the [Interim PEAP](#) form or using ITARs in POWER.
  - Interim PEAP forms are not submitted to PGME
  - Please speak with your Program/Departmental Administrator if you would like to increase assessments in POWER early.

# RECOMMENDATIONS FOR FEEDBACK & ASSESSMENT

- Ensure feedback is transparent and formative. Feedback should be provided in the areas captured on the Final Assessment form; this includes:
  - Clinical skills
  - Technical skills
  - Knowledge and judgment
  - Communication skills
  - Professional attitudes
- If there are concerns that a fellow is not meeting the expectations of the PEAP, we would recommend increasing the amount of assessments/feedback to ensure the areas of concern are clearly outlined.
  - It is important that fellows are given the opportunity for improvement.

# RECOMMENDATIONS FOR FEEDBACK & ASSESSMENT

- We encourage supervisors to provide both written and oral feedback to fellows.
  - Written feedback will provide a reference point for both the fellow and supervisor to refer to in future meetings/discussions; this will also help document any consistent areas that require improvement.
  - Oral feedback allows for more immediate opportunities for clarification/questions.
    - We encourage supervisors to ask fellows if they have any questions about the feedback they have received
- Example questions that supervisors can consider when providing feedback:
  - What areas are the fellow performing well?
  - Are there specific areas for improvement?
  - Are there any additional suggestions for improvement?
    - Reading around cases
- All feedback should be timely and include specific examples (for example, Medical Expert, Communication, etc.)

# SAMPLE FEEDBACK & ASSESSMENT RESOURCES

- Programs are encouraged to draw on **multiple sources of feedback and assessment** to document fellows' progress.
- **Evaluation tools may vary** across programs depending on curriculum goals and available resources.
- **Programs have discretion** in selecting the types of evaluations used to inform the PEAP. Examples of formative tools used by various programs include:
  - **OSCE (Objective Structured Clinical Examination)**
  - **mini-CEX (mini-Clinical Evaluation Exercise)**
  - **Procedure logs**
  - **EPAs (Entrustable Professional Activities)**
  - **'End of shift' encounter cards**
  - **Power evaluations/ITARS (In-training Assessment Reports)**

# PEAP EXTENSION REQUESTS

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- CPSO reviews and approves all requests for PEAP Extensions
- Extensions of up to a maximum of 4 weeks are **only granted in exceptional circumstances** such as unavailability of the supervisor, or illness.
  - While 4 weeks is the maximum, the extension typically reflects the period of unavailability
- **IMPORTANT - More time needed to assess is not a valid reason for extension; PEAP is not a remedial period.**

# PEAP EXTENSION REQUESTS

- Requests for extension based due to unavailability of the supervisor or illness must be submitted to PGME by the department (please coordinate through your program administrator) before the PEAP end date (ideally as early as possible)
  - The supervisor is required to provide a letter explaining the cause of the unavailability.
- Requests for extension are first reviewed by the Associate Dean; if supported an extension request will be submitted to CPSO for consideration.
- If approved, the fellow's POWER training record will be updated to reflect the PEAP extension, and a new Letter of Appointment (LOA) will be issued.

# RESOURCES AVAILABLE FOR CLINICAL FELLOWS

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- In addition to the pressures of completing the PEAP, it is important to remember that many of our International Fellows
  - have moved a great distance for this educational opportunity
  - are transitioning to a new country, health care system and new culture (many only arrive in Canada a few days prior to starting their fellowship)
  - have incurred very high upfront financial costs (housing, work permits, new applications for licensure, and for many, childcare)
- The [Office of Learner Affairs \(OLA\)](#) is an excellent resource to help clinical fellows navigating these changes, while managing the high stakes nature of the PEAP. OLA is:
  - available to support and guide all registered postgraduate learners
  - free of charge
  - [confidential](#)



# RESOURCES AVAILABLE FOR CLINICAL FELLOWS

- We recommend ensuring all fellows (not just those who are falling below expectations) are aware of the services available through OLA.
- Please refer fellows early and often; this should ideally be included in orientation/onboarding information.
- You may want to include a reference in your communication regarding PEAPs to remind them of OLA. Example text, could include:

*We recognize that the Pre-Entry Assessment Program (PEAP) is a high stakes assessment. I would like to remind you of the resources and supports provided by the Office of Learner Affairs (OLA). OLA is an excellent resource to support and guide you as you work toward reaching your potential and achieving your professional goals. For more information or to book a confidential appointment, please visit: <https://meded.temertymedicine.utoronto.ca/office-learner-affairs>.*

# RESOURCES AVAILABLE FOR CLINICAL FELLOWS

- OLA also has a referral pathway for faculty who have a concern regarding a learner
  - Faculty can complete a [referral form](#)
- This referral should be discussed with the learner prior to submitting
- OLA will contact the learner directly to offer an appointment; participation in an appointment is optional

# QUESTION & ANSWER PERIOD

Participants are now invited to raise their hand to verbally ask a question or alternatively the question can be added to the chat.

When asking a question verbally, it would be helpful to provide your name, role (supervisor, director or administrator), and program.



# THANK YOU

Questions regarding the PEAP can be sent to  
[pgme.registration@utoronto.ca](mailto:pgme.registration@utoronto.ca)