

FELLOWSHIP EDUCATION ADVISORY COMMITTEE
Minutes of Meeting –Wednesday, January 21, 2026
8:00 AM to 9:30 AM – Via Zoom

Present:

Dr. Ahmed AlOthman, Tara Asgharzadeh, Pilar Barrios, Dr. Mohamad Baker Berjaoui, Dr. Mary Boulos (guest), Dr. Shaheen Darani (guest), Dr. Heather Flett (guest), Dr. Meredith Giuliani, Valerie Hilderal, Melissa Hynes, Janine Hubbard, Dr. Cheryl Jaigobin, Dr. Vaibhav Kamble, Dr. Nora Letechipia, Sarah Lowy (guest), Dr. Barbara-Ann Millar (guest), Dr. Anna Marie Mulligan, Kendra Naidoo (guest), Dr. L. Venkat Raghavan, Dr. Rafal Ramzi, Dr. Laura Simone, Violetta Sochka, Shannon Spencer, and Neily Yaghini.

Regrets:

Caroline Abrahams, Dr. Najma Ahmed, Dr. Ahmed Al-Awamer, Sarah Bakhit, Olivia Beasley, Savannah Clancey, Dr. Jennifer Croke, Prentice Fraser, Jenn Hall, Dr. Kevin Higgins, Dr. Ada Hsieh, Dr. David Hwang, Dr. Karl Iglar, Carolina Mitchell, Laura Leigh Murgaski, Dr. Daniel Mueller, Dr. Sara Naimimohasses, Dr. Navdeep Nijhawan, Paula Nixon, Brigitte O’Leary, Dr. Mini Pakkal, Dr. Richard Pittini, Dr. Linda Probyn, Victoria Snell, Kiki Vona, and Dr. Doreen Yee.

1. Opening Remarks & Updates – Dr. Laura Simone, Chair

Dr. Simone welcomed a new faculty member and highlighted that the meeting would cover procedural approvals and key governance discussions, building on prior FEAC initiatives.

Follow-up from November: PGME issued guidance on external funding and fellow remuneration; additional clarification will be distributed shortly.

Review & Approval of November Minutes:

- November 2025 minutes approved as presented motion: Dr. M. Giuliani; second: R. Ramzi).

FEAC Terms of Reference (TORs):

- Revised TORs reflect prior committee discussions; changes are administrative, not policy-altering.
- Some members may need additional time to review.

Decision: Approval deferred to electronic vote post-meeting.

Reminders

- Fellow Leadership Development Day: April 21, 2025; full-day leadership-focused event. Registration opens early February.
- Dimitrios Oreopoulos International Learner Transition Fund: Applications remain open until January 28, 2026; Due to a technical issue encountered by some applicants, PGME will provide a short extension to ensure equitable access.

2. Safe Ride Home Program – Program Overview - Dr. Shaheen Darani, Dr. Heather Flett, Dr. Mary Boulos, and Dr. Jennifer Wallace

Program Background:

- Developed collaboratively by PGME, OLA, and PARO; launched as a pilot and permanently approved in November 2025.

- Provides financial support for a one-way ride home for residents too fatigued to drive after overnight or extended shifts.
- Supports Royal College fatigue risk management accreditation standards.

Pilot Outcomes:

- Approximately 200 residents used the program across 16 hospitals.
- Highest utilization in Surgery, OBGYN, Psychiatry, and Internal Medicine.
- Feedback strongly positive; program approved for permanent implementation with planned expansion.

Eligibility and Operations:

- Eligible residents are those completing overnight or extended shifts, with proof of hospital attendance and attestation of fatigue.
- Pilot revealed variability in documentation and reimbursement practices; standardization is now a priority.

Applicability to Fellows:

- Currently applies to residents only.
- Future eligibility for fellows may be considered based on utilization data.

Next Steps:

- PGME, OLA, and PARO to finalize standardized eligibility documentation and attestation.
- Issue communications clarifying criteria, documentation, and reimbursement timelines.
- Report back to FEAC later in the year with updated utilization data and recommendations regarding potential expansion to fellows.

3. FEAC Working Session Review of the NEW *University Standards, Governance and Oversight for Clinical Fellowship Education* - Dr. Laura Simone, Veronica Marrone, Kendra Naidoo, and Sarah Lowy.

Dr. Simone and Veronica Marrone introduced this as the primary working session, emphasizing the goal of ensuring members understood the purpose, scope, and implications of the proposed governance document.

Background and Purpose:

Consolidates and replaces two legacy guidelines:

- [*The Role of the University in Clinical Fellowship Education \(2018\)*](#)
- [*Clinical Fellowship Offer Letters: Guidelines & Exemplars \(2017\)*](#)

Previous documents were outdated and fragmented, contributing to inconsistencies in fellowship oversight and practice.

Overview of the Governance Framework:

Establishes minimum institutional standards while allowing flexibility above that baseline.

- **Key elements:**
 - Clear identification of a primary clinical site, particularly for multi-site fellowships.
 - **Clarification of roles between:**

- **Employing entity** (responsible for compensation and employment obligations)
- **University and hosting academic department** (responsible for education and oversight)

Dual-Letter Framework:

The framework includes two separate letters:

- **Educational Offer Letter** – issued by the University, outlining the fellowship’s educational objectives and oversight.
- **Employment Offer Letter** – issued by the hospital, practice plan, or employing entity, covering compensation and employment terms.

Separating these letters addresses long-standing governance “grey zones” where fellows’ issues fall between educational and employment responsibilities.

Admissions Standards and Certificate Practices:

Janine Hubbard and Shannon Spencer provided operational context regarding the proposed changes:

- Minimum admissions standards require applicants to meet baseline qualifications, complete an interview, and demonstrate language proficiency.
- They highlighted risks of late or retroactive changes to fellowship titles or objectives, noting implications for CPSO reporting and international sponsors.
- The elimination of “time spent” certificates was discussed to promote patient safety, clarity, and institutional integrity.

Committee Discussion:

Members expressed strong support, noting that the framework:

- Strengthens fellow and patient safety
- Improves transparency and accountability
- Empowers departments to uphold educational standards despite service pressures

Next Steps:

- PGME to revise the governance document incorporating FEAC feedback and legal review; revised document to be presented at the January PGMEAC meeting.
- Governance document will finalize the framework and inform the standardized educational offer letter template.
- Related educational guidelines will return to FEAC for alignment and endorsement at a future meeting.

Meeting Adjourned.