

FELLOWSHIP EDUCATION ADVISORY COMMITTEE
Minutes of Meeting – March 27, 2024
8:00 AM to 9:30 AM – Via Zoom

Present:

Caroline Abrahams, Dr. Adelle Atkinson, Dr. Rhandi Christensen, Dr. Jennifer Croke, Dr. Katina Tzanetos, Dr. Mojgan Hodaie, Dr. Rafal Ramzi, Dr. Meredith Giuliani, Dr. John Granton (Chair), Janine Hubbard, Dr. Cheryl Jaigobin, Dr. Melissa Kennedy Jennifer Fischer, Veronica Marrone, Maureen Morris, Laura Leigh Murgaski, Dr. Richard Pittini, Dr. Linda Probyn, Dr. Venkat Raghavan, Violetta Sochka, Shannon Spencer, Dr. Elizabeth Chuk, Pilar Barrios, Savannah Clancey, Vallarie Hildard, Elicia Bryant, Sarah Bakhit, Samantha Chin, Nina Chana (guest)

Regrets: Veronica Marrone

1. Welcome – John Granton

The meeting was called to order by the Chair, Dr. John Granton. Dr. Granton asked for a motion to approve the minutes and they were accepted without revision.

2. Area of Focused Competence (AFC) Update – John Granton & Nina Chana

Previously, AFC applications at the University of Toronto that wished to have recognition was approved by this Committee. Nina Chana described how an Areas of Focused Competence Internal Review Subcommittee (AFC-IRSC) was created to provide a detailed, qualitative and formative program evaluation of AFCs. Programs applying for AFC recognition must be internally reviewed before application can be recommended by the IRSC to be submitted to the Royal College.

An update on the status of AFC programs and what the AFC-IRSC process entails was provided. Any recommendations of the AFC-IRSC are forwarded to the Internal Review Committee (IRC) for approval. Next steps would then include a letter of recommendation regarding outcome of review being sent to the relevant AFC with the aim of getting them ready for their external review.

Action Item: Call for volunteers from this Committee to be reviewers for the internal review of AFCs. Can reach out to the accreditation team at pgme.accreditation@utoronto.ca if interested.

Janine Hubbard raised that a new Governance Process for AFCs will be in place for all programs moving forward applying for accreditation for an established AFC. The program must demonstrate they met all requirements (i.e.- time commitment, payment of annual fee, etc.).

3. UHN Transitions Program (Update) – John Granton

On April 22, 2024, PGME took part in the UHN Transitions Program for new fellows coming to Toronto. The Registration and Visa Team, lead by Janine Hubbard, were able to not only present pertinent information to new fellows, but answer many questions the fellows needed clarification around. Dr. Ahmed Al-Awamer confirmed there are about 300 fellows enrolled.

4. Oreopoulos Fund Update –Janine Hubbard

Due to a generous donation by Dr. George Oreopoulos in honour of Dr. Dimitri Oreopoulos, the fund will help to address the non-standard fellowship expenses for international fellows.

Application to apply for this fund will be in 2 cohorts, May and November. Grants are anticipated to be about \$500-\$700 CAD.

All applications will go through a vetting process to ensure they are in Toronto on a work permit and are in their first year of Clinical Fellowship training. Once vetted, a review committee, comprised of Residency, Fellowship and AFC Directors, will score applications based on a determined rubric.

5. Work Permit Process Timeline – Janine Hubbard

Janine introduced the Visa Team at PGME that comprises of three members: Nicole Hantoumakos, Hira Mirza, and Mark Bhola.

Appointment paperwork for Visa Trainees (i.e.- learners requiring a work permit for Canada) should be submitted to PGME 4-6 months prior to a fellow's start date to allow for sufficient processing. Due to outside constraints, this process cannot be started earlier than 6 months. Any late appointment paperwork are added to the queue based on date received.

Programs are advised to manage the expectations of their fellows and that a work permit application should not be submitted by the fellow until they have the Labour Market Impact Assessment (LMIA) Exemption Number that PGME obtains from IRCC.

It was reiterated that the Visa Team members are not Canadian Immigration Consultants or Lawyers and cannot act in such a capacity. PGME cannot inquire about a fellow's application nor request it be expedited. Fellows should reach out to IRCC and follow their communication.

Nicole Hantoumakos also informed the group what Implied Status (previously called Maintained Status) is and the consequences of breaking it. This is applicable to work permit renewals only.

Dr. Rafal Ramzi detailed that Psychiatry and Medical Imaging have utilized a web platform for application submission for 2 intake cohorts. The link is <https://documents.med.utoronto.ca/Forms/FellowshipsApplication> .

6. Contract Standardization for Clinical Fellows Update – John Granton & Kendra Naidoo

Kendra Naidoo emphasized the importance of the templated contract for Clinical Fellows and adherence to it as close as possible. The templated contract incorporates all policies from Temerty Medicine and was vetted by a few members of the legal team at the University to establish the appropriate relationship for a Clinical Fellowship.

7. WSIB – John Granton & Kendra Naidoo

Recommendations around WSIB will be circulated after all hospitals and the legal team have been consulted due to the intricacies of WSIB.

8. Other business & thanks – John Granton

Dr. Granton sought feedback from the Committee as to how to run future meetings. A number of areas were recommended:

- How to create a new non-AFC/SEAP fellowship.
- Guidelines around leaves.
- Continued discussion around supporting fellows in difficulty.
- Guideline or Safety Practices for on -call fellows.
- Guideline for the fellow's learning environment.

Next Meeting: Wednesday May 29th, 2024 at 8:00-9:30am
