

FELLOWSHIP EDUCATION ADVISORY COMMITTEE
Minutes of Meeting –May 29, 2024
8:00 AM to 9:30 AM – Via Zoom

Present:

Caroline Abrahams, Dr. Adelle Atkinson, 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, 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, Sarah Bakhit, Samantha Chin, Dr. Shaheen Darani (guest)

Regrets: Veronica Marrone

1. Welcome & Approval of Minutes (March 27, 2024)

Dr. John Granton reviewed the agenda and minutes from March 27, 2024. The minutes were approved.

2. The Office of Learner Affairs and Available Resources

Dr. Shaheen Darani provided an overview of the resources offered by the Office of Learner Affairs (OLA), including a slide deck on Continuing Medical Education (CME) that OLA plans to offer to learners throughout the upcoming year. For inquiries or services, please contact ola.reception@utoronto.ca.

A new career counseling service is now available. The issue of IMGs seeking employment post-fellowship was raised. OLA confirmed there are two directors available within the Career Advising System who can provide guidance.

Dr. Elizabeth Chuk expressed concerns about fellows' awareness of these services. Dr. Darani noted that over 200 presentations have been made and encouraged Fellowship Directors to arrange presentations for their fellows. Dr. Meredith Giuliani mentioned that Dr. Darani and OLA are invited to the New Fellows Welcome Reception.

Action Point: Address common questions from fellows, especially regarding career counseling, in a potential webinar with PGME and the Office of Learner Affairs.

3. Fellowship Inventory

Shannon Spencer reported that interest in the Fellowship Inventory was expressed at the PGME Strategic Retreat. The inventory, updated each January, lists available fellowships and application deadlines. Approximately 65% of Ontario fellows and 50% of Canadian fellows are at the University of Toronto. Initial department-specific lists aim to be sent mid-June and updated annually in February.

4. New Fellows Welcome Reception

A new date is being coordinated due to a conflict with international education conferences. Previous events received positive feedback, providing new Clinical Fellows with networking opportunities and resource awareness.

Note: The reception date was confirmed after this meeting took place. The reception will be held at Hart House the evening of Thursday, October 24th, 2024.

5. Updating the “[The Role of the University in Clinical Fellowship Education](#)”

Dr. Granton emphasized the need to update this document to clearly define Clinical Fellows versus clinical associates, outline support sources, and advocate for standards such as remuneration and leaves of absence.

Action Point: Volunteers are needed to update this document. Contact Dr. Granton, Veronica Marrone, or Samantha Chin.

6. Update on Fellowship Process Advisory Working Group

The group, reporting to FEAC, is working on a standardized contract for best practices and appropriate language. This standardized contract template will be initially suggested to programs with the intent to become mandated in the years ahead. The group reviewed WSIB and supports following UHN's lead, recommending WSIB coverage be handled at the hospital level. Best practices for leaves of absence are also being developed.

Dr. Richard Pittini asked about including deferrals in standardized contracts. Maureen Morris noted the Letter of Appointment from PGME requires learners to meet registration requirements within 30 days, or the offer may be withdrawn.

Action Point: Distribute a template of the Letter of Appointment for group review.

7. Contract Standardization Town Halls

Aiming for town halls to be available in the Fall of 2024 to review and socialize the standardized contract template and concept with Fellowship programs, discussing mandatory language and areas for adjustment.

8. Program to Support Fellowship PDs and Admins

Dr. Jennifer Croke announced a program is being formalized to support Fellowship PDs, providing guidance and support, especially during transitions. Dr. Cheryl Jaigobin suggested creating video resources for off-cycle viewing.

Action Point: Dr. Croke aims to distribute a survey to gather input on topics to be covered.

9. Other Business & Thanks

Dr. Granton thanked the committee for their efforts and confirmed that next academic year's schedule will be sent once confirmed.