

# Fellowship Education Advisory Committee 2010-11 Academic Session Report

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## Overview

The Fellowship Education Advisory Committee (FEAC) exists to advise the Vice Dean PGME on the oversight of fellowship programs, as well as to develop and maintain policies and procedures related to clinical fellows.

The creation of the FEAC was one of the key recommendations of the Fellowship Working Group in its 2009 report, *Raising the Bar*. Dr. Sarita Verma, then Vice Dean PGME, appointed Dr. Latter to serve as Chair of the FEAC, beginning with the first meeting of the FEAC on October 29, 2009.

FEAC agendas, minutes and reference materials are accessible through the PGME Office website at <http://www.pgme.utoronto.ca/quickinfo/feac.htm>. Please contact John Kerr at [john.kerr@utoronto.ca](mailto:john.kerr@utoronto.ca) if there are issues with access to these items.

## Membership

The FEAC consists of 17 members: three standing members from the Departments of Medicine, Paediatrics and Surgery; four rotating members from four other departments (two large and two small, based on fellowship enrolment); two rotating members representing affiliated hospitals/HUEC; one extraordinary member to represent Family Medicine; and three currently registered clinical fellows. Four staff members from the PGME Office participate in the committee and provide expertise and administrative support as required. The Chair is Dr. David Latter.<sup>1</sup>

The term of the rotating departmental members is two years and is renewable once for a second two-year term. Clinical fellows serve on an annual basis, but may be renewable twice.

## Meetings

Four meetings of the FEAC took place during 2010-11 (on October 4, 2010; December 6, 2010; February 28, 2011; and May 19, 2011). Agenda items included the remuneration of clinical fellows, an orientation booklet for new clinical fellows, an online forum for clinical fellows, standardized UofT fellowship certificates, and a CPSO approved template for cross-departmental fellowship appointments.

The FEAC also addressed topics of significance to fellows as they arose during the academic session, such as the implementation of the Royal College Areas of Focused Competence (Diploma) Program, the new CPSO draft policy *Professional Responsibilities in Postgraduate Medical Education*, and the practice of billing for services provided by clinical fellows.

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<sup>1</sup> See appendix (page 4) for list of current FEAC membership.

## Highlights

- **Remuneration of Clinical Fellows**

New immigration requirements for non-Canadian residents and fellows resulted in postgraduate departments having to verify that foreign nationals are receiving remuneration commensurate with that of a Canadian in the same position. This requirement caused some uncertainty for departments regarding clinical fellows, a group not covered by a collective agreement. In response, the FEAC developed guidelines for the remuneration of clinical fellows. It is hoped that the guidelines, as a position statement and not policy, will stimulate a fresh consideration of fair and equitable remuneration for clinical fellows. With the recommendation of Dean Whiteside, Dr Spadafora, Vice Dean PGME, will bring the guidelines forward to the Hospital University Education Committee (HUEC) and the Clinical Chairs Committee for consideration and approval in 2011.
- **Orientation Booklet for New Trainees**

The *2010 Survey of University of Toronto Clinical Fellows* confirmed a marked need for improved orientation resources for fellows. The FEAC accordingly made it a priority to develop a standard orientation package for all fellows that would deal with registration, health care coverage, accommodation, cost of living, banking, transportation, child care and schooling, and Toronto culture. The PGME Office supported this initiative by making a 26-page orientation booklet accessible to new trainees in printed form and as a PDF item downloadable from the office website at <http://www.pgme.utoronto.ca/Assets/PGME+Digital+Assets/orientation/booklet.pdf>.
- **Online Fellowship Forum**

As an additional orientation resource for clinical fellows, the FEAC recommended the creation of an online fellowship forum to facilitate exchange of information and networking among UofT clinical fellows across programs. The PGME Office implemented this recommendation, creating a forum on the UofT Portal at <https://portal.utoronto.ca> for clinical fellows. Two clinical fellow members of the FEAC serve as the forum's co-moderators.
- **University of Toronto Clinical Fellowship Certificate**

In its 2009 report, *Raising the Bar*, the Fellowship Working Group recommended the standardization of clinical fellowship certificates and their centralized issuance by the PGME Office. Under the direction of the FEAC and in consultation with Strategic Communications, Corporate and Foundation Relations, and the Office of Convocation, the PGME Office developed and implemented a training completion certificate that reflects the style and standards of the University's diploma parchment. Implementation of the new certificate began with those clinical fellows who successfully completed their training by June 30, 2011. The FEAC set a minimum duration of six months for fellowships to be eligible for the certificate and determined that successful completion of educational goals and objectives should be a requirement for certificate issuance.

- **Template for Cross-Departmental Fellowship Appointments**  
 The Fellowship Working Group also recommended the development of a template that would facilitate CPSO approval of the appointment of trainees as clinical fellows in a discipline in which the trainee has not been recognized as a specialist. In consultation with the CPSO, the FEAC has developed a template for these cross-departmental appointments. The FEAC will consider approving implementation of the document after its final review at the meeting of September 27, 2011.
- **New CPSO draft policy on Professional Responsibilities in PGME**  
 As a response to the evolution of postgraduate medical education since 2003, the CPSO issued a draft policy update in this area in November 2010. Following discussion of the draft document at the FEAC meeting of February 28, 2011, the Chair wrote on behalf of the FEAC to the CPSO, supporting appropriate recognition of the educational status of clinical fellows in the policy update. The updated policy statement that the CPSO issued in May 2011 addresses a number of concerns that the Chair expressed on behalf of the FEAC. The new policy will be reviewed at the FEAC meeting of September 27, 2011.
- **FEAC Presentation to the CPSO**  
 Representatives of the FEAC and the PGME Office met with the CPSO on November 17, 2010, to present the findings of the *2010 Survey of University of Toronto Clinical Fellows* and to share new developments at UofT related to online application and university registration of fellows. Through this meeting, the FEAC sought to fulfill a positive advocacy role on behalf of clinical fellows at the University of Toronto.
- **Faculty Council Approval of Template Educational Objectives**  
 Dr. Spadafora presented the FEAC's template educational objectives for clinical fellowship training to the Education Committee of Faculty Council on May 12, 2011. Faculty Council formally approved the template educational objectives on June 20, 2011. The FEAC will update the format of the template educational objectives for clinical fellowships in Family Medicine, from the Four Principles of Family Medicine to the new CanMEDS-FM Roles.

## Future Directions

For 2011-12, the FEAC will continue to see through to fulfilment its ongoing initiatives, to respond to new developments affecting clinical fellows as they occur, and to implement recommendations of the Fellowship Working Group in its 2009 report, *Raising the Bar*.

Additional tasks for the FEAC may include:

- Finalizing text for the PGME Office website about minimum eligibility criteria for clinical fellowships, with links to departmental websites and to information about international credentialing. This text would include a common definition of a clinical fellow as well as a statement on minimum standards for program entry.
- Recommending guidelines to promote transparency in the selection process for clinical fellows

- Establishing standards for evaluation and appeals, by formulating guidelines and highlighting best practices, in order to realize the following Fellowship Working Group recommendations:
  - Departments should establish and maintain a process to notify fellows of any deficiencies and provide a mechanism for appeal, based on a template for appeal policies
  - Departments should inform the PGME Office in writing of any decision to discipline or dismiss a fellow at least 30 days in advance of a dismissal
- Developing a clarifying statement on workplace safety issues (including WSIB coverage) for clinical fellows, for posting on the PGME Office website

### **Acknowledgements**

I believe this annual report provides a comprehensive overview of the progress we have achieved on a number of clinical fellowship issues.

As Chair of the Fellowship Education Advisory Committee, I would like to express my personal appreciation to all of the committee members for their vigorous participation in the work of the committee. I would also like to thank Dr. Salvatore Spadafora, Vice Dean PGME, for his personal commitment to the committee's work and his dedicated efforts to advance the committee's initiatives for this significant but often overlooked body of postgraduate medical learners. My acknowledgements would not be complete without a sincere expression of gratitude to the PGME Office members of the FEAC – Caroline Abrahams, Jessica Fillion, John Kerr and Loreta Muharuma – who make everything run so smoothly.

Sincerely,

David Latter, MD, CM, FRCSC, FACS  
Chair, Fellowship Education Advisory Committee

## **APPENDIX**

### **FELLOWSHIP EDUCATION ADVISORY COMMITTEE MEMBERSHIP 2010-11**

#### ***Chair***

Dr. David Latter

#### ***Standing Members***

*Medicine* Dr. Jeannette Goguen  
*Paediatrics* Dr. Rayfel Schneider  
*Surgery* Dr. David Latter

#### ***Rotating Members***

*Anaesthesia* Dr. Doreen Yee  
*Laboratory Medicine & Pathobiology* Dr. Golnar Rasty  
*Medical Imaging* Dr. Manohar Shroff  
*Otolaryngology – Head & Neck Surgery* Dr. Ralph Gilbert

#### ***Extraordinary Member***

*Family Medicine* Dr. Roy Wyman

#### ***Affiliated Hospitals – HUEC***

*The Hospital for Sick Children* Dr. Susan Tallett  
*Centre for Addiction and Mental Health* Dr. Benoit Mulsant

#### ***Clinical Fellows***

Dr. Kaleem Ashraf Dr. Tony Moloney  
Dr. Alexandre Henri-Bhargava

#### ***PGME Office***

Caroline Abrahams Loreta Muharuma  
Jessica Fillion John Kerr