

Fellowship Education Advisory Committee 2012-13 Academic Session Report

Overview

The Fellowship Education Advisory Committee (FEAC) was established in 2009 as a source of advice to the Vice Dean PGME on the oversight of clinical fellowship training and the management of fellowship issues. Creation of the committee was a key recommendation of the Fellowship Working Group in its report of September 2009, *Raising the Bar*. The first meeting of the FEAC took place on October 29, 2009.

The committee meets quarterly under the direction of the Chair, Dr. David Latter. The terms of reference, as well as the agenda and minutes of FEAC meetings, are publicly accessible through the PGME website at <http://www.pgme.utoronto.ca/content/fellowship-education-advisory-committee-feac>. Please contact John Kerr (john.kerr@utoronto.ca) if you have questions regarding these publicly accessible items.

Membership ¹

The Chair is Dr. David Latter. The FEAC consists of 20 members, including: the Vice Dean PGME, the Associate Dean PGME (Admissions and Evaluation), standing members from the Departments of Medicine, Paediatrics, Surgery, and Family Medicine; rotating members from four other postgraduate medical departments; two members representing affiliated hospitals/HUEC; and currently registered clinical fellows. 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. The FEAC expanded its membership in 2011-12 to include the Associate Dean PGME (Admissions and Evaluation) and the Fellowship Coordinator of the University Health Network. Four staff members from the PGME Office participate in the committee's work and provide administrative support as required.

Meetings

Meetings of the FEAC took place on October 2, 2012; December 11, 2012; March 5, 2013; and June 4, 2013. Agenda items included: guidelines for educational assessment and management of deficiencies in clinical fellowships (including termination and appeals); review and revision of the FEAC terms of reference; a PGME review process for UofT applications for Royal College accreditation as an Area of Focused Competence (Diploma) program; clinical fellows and additional clinical shift work; Medical Trainee Days (MTDs) and reporting MTD data for clinical fellows; and clinical fellowship offer letters.

In addition to attending the committee's quarterly meetings, representatives of the FEAC met with the College of Physicians and Surgeons of Ontario (CPSO) on September 11, 2012 and on March 8, 2013, as well as with members of the visiting accreditation team of the Royal College of Physicians and Surgeons of Canada on April 9, 2013.

¹ See appendix (page 5) for list of 2012-13 FEAC membership.

Highlights

- ***Clarifying Statement on Clinical Fellows and Additional Clinical Shift Work***
During the course of their training, clinical fellows may wish to add extra clinical shifts to the training/work that they do under the purview of the educational goals and objectives of their fellowship. In response to requests from Fellowship Program Directors and hospital administrators for clarification of the conditions under which clinical fellows may appropriately complete such additional shifts, the FEAC developed a clarifying statement, taking into account the status of medical licensure and professional liability protection held by the clinical fellow. In April 2013, the Vice Dean PGME distributed this statement by email to Vice Presidents of Education of UofT affiliated hospitals, Clinical Chairs, Fellowship Program Directors, Medical Education Offices of UofT affiliated hospitals, and Fellowship Program administrators.
- ***Development of Guidelines for Educational Assessment and Management of Deficiencies in Clinical Fellowships***
In August 2012 the guidelines were submitted to legal counsel for review. The FEAC anticipates finalizing this important document for release and distribution in 2013-14.
- ***Environmental Scan of Educational Content in Clinical Fellowship Offer Letters***
The FEAC conducted an environmental scan of clinical fellowship offer letters, reviewing content from sample letters provided by 30 different fellowship programs across 11 departments. Building on this data, the FEAC plans to develop a template of minimum recommended content for fellowship offer letters.
- ***Development of PGME Review Process for UofT Applications for Royal College AFC (Diploma) Recognition***
The FEAC developed a PGME review process for UofT fellowship programs seeking Royal College accreditation as an Area of Focused Competence (Diploma) program. The review process does not stipulate the departmental process for reviewing applications for AFC program accreditation, leaving departments free to establish this process internally. The Vice Dean PGME is scheduled to present the PGME review process to the Clinical Chairs Committee in December 2013. Details of the FEAC's participation in this review process will be finalized in 2013-14.
- ***Revised Terms of Reference***
The FEAC made revisions to the Terms of Reference, to enhance the flexibility of the committee's mandate and to acknowledge the importance of clinical fellowship issues in Family Medicine. The revised Terms of Reference include a commitment by the FEAC Chair to lead a review of the mandate, membership, activities, Terms of Reference, and relevance of the FEAC every three years so that the committee can continue to meet ongoing needs.
- ***Meetings with the College of Physicians and Surgeons of Ontario (CPSO) and the Royal College of Physicians and Surgeons of Canada (RCPSC)***
FEAC members met with representatives of the CPSO on September 11, 2012 to share experience and discuss registration issues affecting clinical fellows. As a result of this exchange, representatives of the CPSO attended the FEAC meeting of December 11, 2012 to offer a preview of CPSO registration initiatives and enhancements for 2013-14. Members of the FEAC met with the CPSO's Registration Committee on March 8, 2013

to familiarize the Registration Committee with the work of the FEAC and address areas of Registration Committee concern regarding clinical fellows.

On April 9, 2013, FEAC members met with members of the visiting accreditation team of the Royal College of Physicians and Surgeons of Canada, to clarify the role of the FEAC and to describe the administrative safeguards in place at UofT that support clinical fellowships while protecting the educational resources necessary for successful residency programs.

▪ ***Publicly Accessible Minutes and Terms of Reference***

In October 2012 the FEAC decided to make the minutes of its meetings publicly accessible through the committee's website. In an email announcement of November 15, 2012 to Clinical Chairs, Fellowship Program Directors and administrators, the Vice Dean PGME announced the online accessibility of FEAC minutes, beginning with the minutes of the meeting of May 29, 2012. The transparency of the FEAC is promoted by the posting of committee materials – Terms of Reference, membership list, meeting schedule, agendas, approved minutes and annual reports – on the FEAC website at <http://www.pgme.utoronto.ca/content/fellowship-education-advisory-committee-feac>.

Looking Ahead

- A sub-group of the FEAC will develop a template of minimum recommended content for clinical fellowship offer letters and present the results at the FEAC meeting of October 29, 2013.
- At its October 29, 2013 meeting the FEAC will consider options for a hospital based solution to the challenge of access to primary care for new clinical fellows.
- On December 11, 2013 Dr. Spadafora is scheduled to present to the Clinical Chairs Committee the FEAC-developed *University of Toronto Approval Process: Application for Accreditation of an Area of Focused Competence (Diploma) Program*.
- In February 2014, the *2014 Survey of University of Toronto Clinical Fellows* will be administered. Findings will be shared with postgraduate medical programs.
- With the approval of legal counsel, the FEAC will finalize its *Guidelines for Educational Assessment and Management of Deficiencies in Clinical Fellowships* for release and distribution by the Vice Dean PGME.
- The FEAC may explore the development of a clarifying statement on workplace safety issues (including WSIB coverage) for clinical fellows.

In addition to realizing these initiatives, the FEAC will continue to respond to new developments affecting clinical fellows at UofT and advise the Vice Dean PGME on the oversight of clinical fellowship training and the management of fellowship issues.

Acknowledgements

This report summarizes the progress we have made on often complex and challenging issues involving clinical fellowships over the 2012-13 academic session.

As Chair of the FEAC, I would like to thank the committee members for their participation in the work of the FEAC over the past twelve months and to confirm that the FEAC's impact is directly related to their dedication. I am sincerely grateful to Dr. Salvatore Spadafora, Vice Dean PGME, for making the productiveness of the FEAC and the implementation of its recommendations a personal priority.

I would also like to acknowledge the valuable supporting contributions of PGME Office members of the FEAC – John Kerr, Jessica Filion, Caroline Abrahams and Loreta Muharuma – whose ongoing efforts ensure that the committee's work continues to be focused and purposeful.

Sincerely,

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

APPENDIX

FELLOWSHIP EDUCATION ADVISORY COMMITTEE MEMBERSHIP 2012-13

Chair

Dr. David Latter

Vice Dean PGME

Dr. Salvatore M. Spadafora

Associate Dean PGME (Admissions and Evaluation)

Dr. Glen Bandiera

Standing Members

<i>Medicine</i>	Dr. Jeannette Goguen
<i>Paediatrics</i>	Dr. Rayfel Schneider
<i>Surgery</i>	Dr. David Latter
<i>Family Medicine</i>	Dr. Roy Wyman

Rotating Members

<i>Obstetrics & Gynaecology</i>	Dr. Cynthia Maxwell
<i>Ophthalmology</i>	Dr. David Wong
<i>Psychiatry</i>	Dr. Arun Ravindran
<i>Radiation Oncology</i>	Dr. Charles Catton

Affiliated Hospitals – HUEC

<i>The Hospital for Sick Children</i>	Dr. Jonathan Kronick
<i>Centre for Addiction and Mental Health</i>	Dr. Benoit Mulsant

Clinical Fellows

Dr. Ashesh Kumar	Dr. Karen Gómez Hernández
Dr. Julie Johnstone	

Ex-Officio

<i>University Health Network</i>	Shannon Spencer
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PGME Office

Caroline Abrahams	Loreta Muharuma
Jessica Filion	John Kerr