

# Fellowship Education Advisory Committee 2015-16 Academic Session Report

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## Overview

The Fellowship Education Advisory Committee (FEAC) was established in 2009 as a source of advice to the Vice Dean Post MD Education on the oversight of clinical fellowship training and the management of fellowship issues. The establishment of the committee was a key recommendation of the Fellowship Working Group in its report, *Raising the Bar* (September 2009). 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 agendas and minutes of FEAC meetings, are publicly accessible through the PGME website at <http://pg.postmd.utoronto.ca/about-pgme/boards-committees/>. For further details, please contact John Kerr of PGME by email at [john.kerr@utoronto.ca](mailto:john.kerr@utoronto.ca).

## Membership <sup>1</sup>

Dr. David Latter has chaired the FEAC since its establishment in 2009. For the 2015-16 academic session, the FEAC consisted of 21 members, including: the Vice Dean Post MD Education; the Associate Dean PGME (Admissions and Evaluation); the Director PGME Educational Development; standing members from the Departments of Medicine, Paediatrics, Surgery, and Family & Community Medicine; rotating members from four other postgraduate medical departments; two members representing University of Toronto affiliated hospitals/the Hospital University Education Committee (HUEC); plus a clinical fellow. The term of rotating members is two years, renewable for a second two-year term. Clinical fellows serve on an annual basis, but may be renewable twice. The FEAC includes the University Health Network's Fellowship Coordinator as an ex-officio member. In addition, ad hoc members attend meetings at the invitation of the FEAC Chair and the Vice Dean Post MD Education. PGME personnel provide administrative support as required.

## Meetings

The FEAC's four meetings for 2015-16 took place on September 29, 2015; December 15, 2015; March 8, 2016; and June 14, 2016. Agenda items included: new Immigration, Refugees & Citizenship Canada (IRCC, formerly CIC) procedures for visa trainees, minimum requirements for clinical fellowship, the *2016 Survey of University of Toronto Clinical Fellows*, Workplace Safety and Insurance Board (WSIB) coverage for clinical fellows, an online system for clinical fellowship applications, a comprehensive inventory of completion of clinical fellowship certificates issued 2011-15, research ethics training for clinical fellows, a comprehensive report on the FEAC's work from 2009 to the present date; annual review of the *Guidelines for Educational Responsibilities in Clinical Fellowships*, and tracking of the Royal College's Areas of Focused Competence (AFC-diploma) programs and Subspecialty Examination Affiliate Program (SEAP) initiatives.

## Communications

The FEAC promotes transparency in its work by making its meeting agendas and minutes, as well as other materials, such as membership information, schedule of meetings, annual

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<sup>1</sup> See appendix (page 4) for list of 2015-16 FEAC membership.

reports and terms of reference, publicly accessible through the FEAC website at <http://pg.postmd.utoronto.ca/about-pgme/boards-committees/feac-meeting-materials/>.

On September 11, 2015, an updated version of the FEAC-approved *Clinical Fellowship Offer Letters – Guidelines and Exemplars* was distributed to Clinical Chairs and Fellowship Program Directors and Administrators. In addition to content from sample letters, the document contained a list of statements that legal counsel had identified as essential content for clinical fellowship offer letters.

Findings of the FEAC's *2015 Follow-Up Survey of University of Toronto Clinical Fellow Alumni* were presented as a poster at the Canadian Conference of Medical Education (CCME), April 16-19, 2016.

Dr. Latter, as Chair of the FEAC, and Dr. Spadafora, as Vice Dean Post MD Education, presented the FEAC's 2014-15 Academic Session Report to the Clinical Chairs Committee at its meeting of April 27, 2016.

### **Selected Highlights**

- ***2016 Survey of University of Toronto Clinical Fellows***  
Administration of this biennial survey of clinical fellows at the University of Toronto is a key responsibility of the FEAC. The online survey generated a response rate of 59% (578 respondents from 982 invitees), a high rate consistent with previous surveys of UofT clinical fellows. Survey findings were presented in detail at the June 14, 2016 meeting of the FEAC. Topline results will be posted on the PGME website and, as in previous years, departmentally focused reports will be made available to departments on request.
- ***Online System for Clinical Fellowship Applications***  
The FEAC reviewed an online system for clinical fellowship applications currently in development by PGME. The project goals are twofold: (1) to create a central, standardized system flexible enough to accommodate changing policies and procedures, and (2) to facilitate the management of application and appointment records through to their entry in the PGME online registration system. The initiative reflects the commitment of the Vice Dean Post MD Education to meet departmental needs outlined in the 2014 report of the Task Force on Best Practices in PGME Program Support.
- ***WSIB and Clinical Fellows: Fact Sheet***  
A fact sheet on the current status of Workplace Safety and Insurance Board (WSIB) coverage for clinical fellows was developed by the FEAC, presented to the Hospital University Education Committee (HUEC) on March 23, 2016, and distributed widely by email on June 9, 2016, with a covering message by the Vice Dean Post MD Education. The fact sheet's goal was to improve awareness and understanding of this complex issue and assist the decision-making of key stakeholders.
- ***Research Ethics Training for Clinical Fellows***  
Following a presentation of the issue at the June 14, 2016 meeting of the FEAC, the committee decided to explore a systematic, standardized way of ensuring awareness of research ethics issues among clinical fellowship stakeholders, with the aim of making appropriate educational options available to clinical fellows.

- ***Report on the Activities and Achievements of the FEAC, 2009 – 2016***

The FEAC oversaw the drafting of a report which will summarize the committee's activities and achievements since its inception in 2009 as well as identify priority areas of focus and challenges for the FEAC going forward. The report will offer an overview of established standards in fellowship training at the University of Toronto, including offer letters, educational goals and objectives, evaluation and educational responsibilities, and recognition of completion of training.

## **Looking Ahead**

- The FEAC will review evaluation of clinical fellows with a view to recommending best practices and promoting standardized reporting across fellowships and academic departments.
- The FEAC will issue documentation to raise awareness of research ethics issues in clinical fellowships and promote educational resources in this area for clinical fellows.
- The FEAC will publish an online report on the committee's work since 2009.
- The FEAC will continue to support the work of Program Administrators by developing clinical fellowship-focused resource materials for them.

In addition, the FEAC will remain responsive to new developments and issues which may affect clinical fellows, and advise the Vice Dean Post MD Education as appropriate during the course of the academic session.

## **Acknowledgements**

This report summarizes the FEAC's work during 2015-16, as the committee continued to support the resolution of complex issues, sought feedback from clinical fellow alumni, offered resources to programs and administrators, and responded to Royal College initiatives affecting clinical fellows.

As I conclude my service to the FEAC as Committee Chair and Standing Member for the Department of Surgery at the end of this academic session, I would like to thank the FEAC membership for their vital contributions over the years. I would especially like to thank Dr. Spadafora, Vice Dean Post MD Education, for his emphatic support of the FEAC and attentiveness to its recommendations.

I would like to acknowledge the efforts of PGME staff – Caroline Abrahams, Jessica Fillion, Maureen Morris and Loreta Muharuma – whose work in support of the committee have helped it to fulfil so many of the recommendations that the Fellowship Working Group first laid out for it in 2009.

Lastly I would like to specifically acknowledge John Kerr, whose encyclopedic knowledge of all things clinical fellowship and his dedication to the University of Toronto education mission, contributes so significantly to the effectiveness of FEAC.

Meeting the challenge has been no small task, and important work remains to be done, but there is satisfaction for all FEAC members to share in what has been achieved to date.

Sincerely,

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

## **APPENDIX**

### **FELLOWSHIP EDUCATION ADVISORY COMMITTEE MEMBERSHIP 2015-16**

#### ***Chair***

Dr. David Latter

#### ***Vice Dean PGME***

Dr. Salvatore M. Spadafora

#### ***Associate Dean PGME***

Dr. Glen Bandiera

#### ***Director PGME (Admissions and Evaluation)***

Dr. Linda Probyn

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

<i>Medicine</i>	Dr. Jeannette Goguen
<i>Paediatrics</i>	Dr. Rayfel Schneider
<i>Surgery</i>	Dr. David Latter
<i>Family &amp; Community Medicine</i>	Dr. Julia Alleyne

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

<i>Anaesthesia</i>	Dr. Doreen Yee
<i>Obstetrics &amp; Gynaecology</i>	Dr. Cynthia Maxwell
<i>Ophthalmology</i>	Dr. Asim Ali
<i>Psychiatry</i>	Dr. Arun Ravindran

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

<i>St. Michael's Hospital</i>	Dr. Julie Maggi
<i>The Hospital for Sick Children</i>	Dr. Rayfel Schneider

#### ***Clinical Fellow***

Dr. Dimos Karangelis

#### ***Ex-Officio***

*University Health Network*    *Shannon Spencer / Dalia AlMouaswas*

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

Caroline Abrahams	Jessica Filion
John Kerr	Maureen Morris
Loreta Muharuma	