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INTEGRATION • INNOVATION • IMPACT

# CaRMS Basics: PGY1 Entry Programs

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November 3, 2015



Postgraduate Medical Education  
UNIVERSITY OF TORONTO

# PA INFORMATION SERIES

## 2015-16 PGME Administrators' Information Series - Preliminary Program

	Date	Start Time	Session Title	Target Audience	Duration
1	Wednesday, September 09, 2015	11:00 AM	PGME Overview and Information Series Kick-off	All	2 hours
2	Thursday, October 08, 2015	8:30 AM	PARO-CAHO Contract	All	2.5 hours
		11:00 AM	Medical Trainee Days, Preceptor Payments	All	2 hours
3	Tuesday, November 03, 2015	11:00 AM	CaRMS Basics for PGY1 Entry Programs	PGY1 Entry Program Admins	2 hours
4	Wednesday, November 25, 2015	8:30 AM	Internal Reviews and IRC	Program Administrators	2 hours
5	Tuesday, December 01, 2015	10:00 AM	Step-by-Step: OATS	Program Administrators - OATS Users	45 minutes
	Mississauga	10:45 AM	Step-by-Step: Re-appointments	Program Administrators - POWER Users	45 minutes
6	Wednesday, December 02, 2015	10:00 AM	Step-by-Step: OATS	Program Administrators - OATS Users	45 minutes
	Sunnybrook	10:45 AM	Step-by-Step: Re-appointments	Program Administrators - POWER Users	45 minutes
7	Thursday, December 03, 2015	9:00 AM	Step-by-Step: OATS	Program Administrators - OATS Users	45 minutes
		9:45 AM	Step-by-Step: Re-appointments	Program Administrators - POWER Users	45 minutes
		10:30 AM	What's New in POWER	Program Administrators - POWER Users	2 hours
8	Tuesday, January 12, 2016	9:00 AM	BOE, Remediation and Resident Wellness	Program Administrators	2 hours
9	Wednesday, January 27, 2016	TBA	Touchstone	All	2 hours
10	Thursday, February 11, 2016	8:30 AM	CPSO	All	2 hours
		10:30 AM	CBC, CBD and CanMEDS 2015	Program Administrators	2 hours
11	Tuesday, March 08, 2016	11:00 AM	Royal College 101	All	3 hours
12	Wednesday, April 06, 2016	8:30 AM	Electives	All	2 hours
		10:30 AM	External Resources to help support the Resident	All	2 hours
13	Tuesday, May 10, 2016	8:30 AM	Supporting the Medical Education Administrator	All	3 hours
		10:30 AM	PARO-CAHO Contract	All	2.5 hours
14	Wednesday, May 25, 2016	11:00 AM	POWER: Preparing for the New Training Session	Program Administrators - POWER Users	2 hours
15	Wednesday, June 01, 2016	11:00 AM	POWER: Preparing for the New Training Session	Program Administrators - POWER Users	2 hours
16	Wednesday, June 15, 2016	12:00 PM	Year-End Appreciation Event	All	3 hours

as of August 14, 2015



# University of Toronto: Residency Training

- 79 Accredited Programs
  - 72 Royal College of Physicians & Surgeons of Canada
  - 6 College of Family Physicians of Canada
  - 1 Conjoint RCPSC/CFPC
- 2,054 Residents Registered in 2014-15
  - 428 Family Medicine; 1,626 Specialty
  - Over 90% funded by Ontario's Ministry of Health and Long-Term Care (MOHLTC)

# University of Toronto PGME Trainees



## Residents

- Training leads to RCPSC or CFPC certification



## Research Fellows

- No patient contact whatsoever
- PGME registration optional



## Clinical Fellows

- Highly tailored “topping off training” for medical specialists or family physicians



## Electives

- Short term training (6 months max) for residents or fellows registered at other medical schools



## Observers

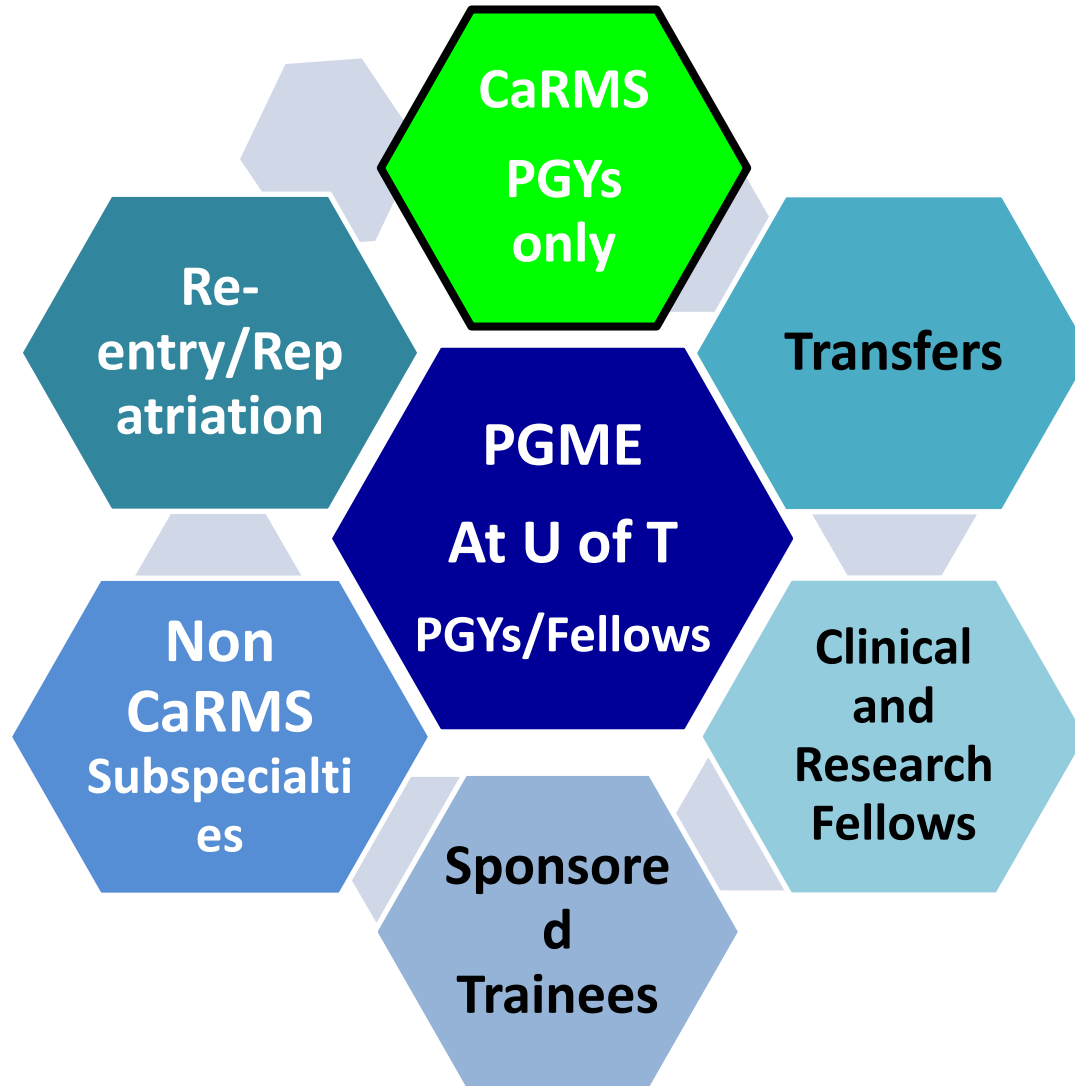
- No U of T status
- Arranged through hospitals



## Post-Doctoral Fellows

- Post-PhD period of mentored research
- No patient contact
- No PGME registration

# Routes of Entry to PGME



# Admissions

- Pools Framework
  - A – CMGs
  - B – IMGs
  - C – VISA trainees
- Ministry Quotas
- Societal Needs
- Toronto Capability
- Toronto Capacity
- 4 CaRMS matches
- Surgery SS
- Psychiatry
- Fellows
- Visa Trainees

# What is CaRMS?

- Canadian Residency Matching System is a Not for Profit corporation
- CaRMS Board includes all Canadian Medical Schools, Federation of Canadian Medical Students and Resident Associations plus other stakeholders.
- Primarily a “matching system”
- Funded by medical schools and applicants
- Medical schools establish rules of eligibility
- Lends transparency to matching process
- <http://www.carms.ca/en/about>



# Applying to the University of Toronto:

- U of T participates in 4 CaRMS matches
  - PGY1 match (September - March)
  - Medicine Subspecialty Match (July - November)
  - Family Medicine (EM) Match (August - December)
  - Pediatric Subspecialty Match (January - June)
- Non CaRMS selection processes
  - Sponsored International trainees
  - Subspecialties in Surgery, Ob/Gyn, Radiology, Ob/Gyn
  - Fellows (including AFCs)
  - MOHLTC Re-Entry, Repatriation

# Applying to the University of Toronto: Promotion to Applicants

PGME Administration

Applicants

Current Trainees

Policies & Guidelines

Education & Research

Resident Wellness

Watch the video

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AT YOUR  
DOORSTEP

About our programs >

Resident Wellness >

VICE DEAN, PGME



A message from  
the Vice Dean  
Dr. Salvatore  
Spadafora

READ THE 2015 PGME ANNUAL REPORT



CONNECT



PGME BOOKLETS



PGME Information  
2015 - 2016 >



Orientation Handbook  
February 2015 >



Resident Wellness  
2015 - 2016 >

PGME OFFICE HOURS



PGME OFFICE HOURS

The PGME Office fall/winter hours  
are in effect as of September 8:  
8:45 am - 5:00 pm.

FOLLOW US

Tweets by @UofTPGME

<http://www.pgme.utoronto.ca/>

# Quotas and Reversions – who decides?

- Quotas Allocation Committee
- PGME surveys all programs in May/June
- Consider population needs, accreditation status, HHR forecasting data, etc
- Since 2012, MOH funding for residency intake capped
- Recommendations to PGMEAC
- MOHLTC approval



# Quotas and Reversions (con't)

- PGME office enters quotas
- PGY1 match – 2 streams: CMG and IMG
- PGY1 match: 2 iterations
- U of T – rarely in second iteration
- Reversions – PGME assigns vacancies to identified priority programs

# CaRMS Match Performance:

## Vacancies after First Iteration: 2008 – 2015

Academic Session	Quota	Toronto	Other Ontario Universities	Total Canadian Universities (incl. Ontario)
2015	417	0	54	216
2014	417	0	50	228
2013	416	0	82	299
2012	416	2	79	271
2011	397	2	93	303
2010	380	0	93	302
2009	369	0	64	320

# Eligibility Criteria

- Determined by **medical schools**  
NOT CaRMS!
- In Ontario, six medical schools develop provincial criteria
- Reviewed annually
- Consider licensing requirements, university registration requirements, government policy etc.



# Timetables–key milestones 2016 Match

- Program Descriptions available – Sept 2
- Program Selection, Applicants – Oct 15
- Document entry – Oct 19
- Online applications close – Nov 20
- File Review opens – Nov 24
- National Interview Period – Jan 16- Feb 7
- ROL deadlines – February 18
- Match Day – March 2

# CaRMS – From the Trenches





# Best Practices in Applications & Selection

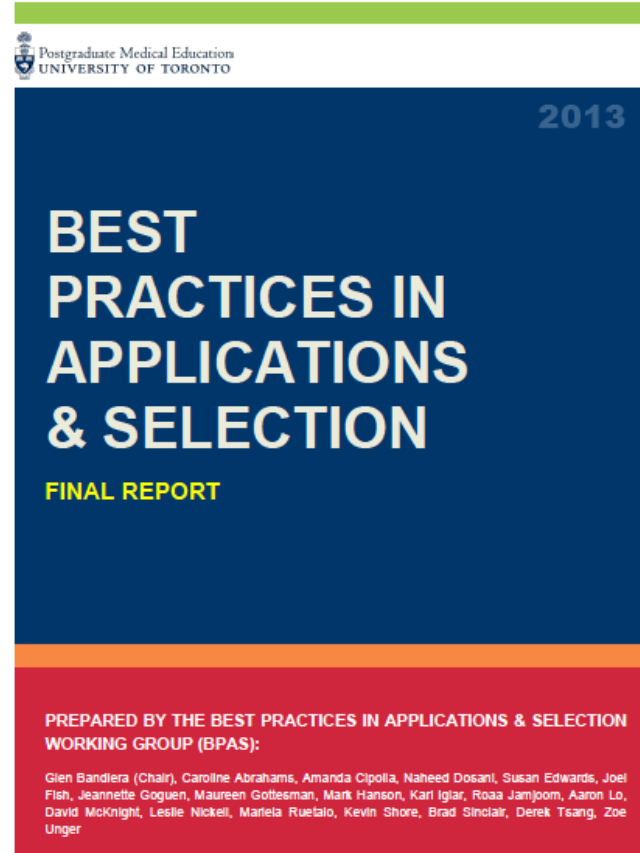
- BPAS Working Group: develop recommendations & implementation strategy
- Residency program directors, UGME representatives, trainees, external consultants and PGME faculty and staff
- Literature review, content analysis of 52 recent PSQs, several content experts to present relevant summaries to inform discussions
- Developed 13 principles and 24 best practices

# BPAS Best Practices



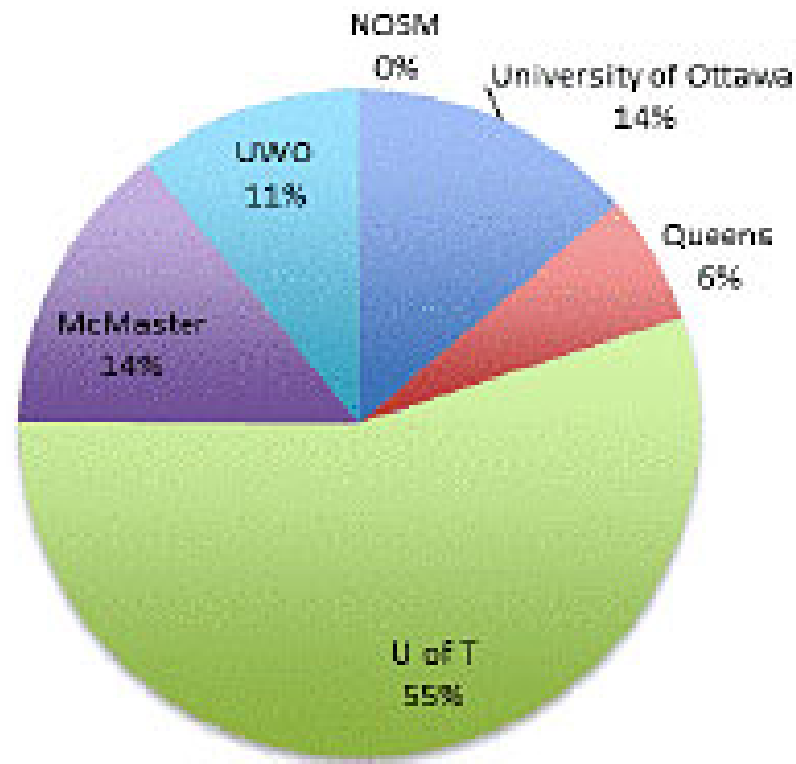
The 24 Best Practices address issues of:

- Transparency
- Fairness
- Selection
  - ✓ Criteria
  - ✓ Committees
  - ✓ Processes
  - ✓ Instruments



# Meeting Ontario's Health Workforce Needs

- U of T is the largest source of new physicians in Canada and Ontario each year
- 30% of the 2014-15 cohort of Ontario trained family physicians practicing in Ontario were U of T graduates



*2014 Estimated Practice Entry Co-hort of new RCPSC Specialist by Ontario School of PG Training*

\* *Canadian Post-MD Education Registry (CAPER) Annual Census, November, 2014*

# Rank Order Lists

- Both the Program and the Applicant create an ROL
- PGME approves ROL once submitted by the Program
- Even if program does not wish to rank any candidates – ROL must be submitted
- Highly confidential
- Not to be shared

# Match Day!



# Match Day Happenings

- Results released at noon to all PDs, PGME, and applicants
- PGME notified of vacancies
- UGME notified of unmatched candidates
- PGY1 match – vacancies immediately go forward to second iteration
- Second iteration match day mid April

# Match Day Happenings (con't)

- PGME uploads matched candidate file to POWER
- PGME contacts candidates re: additional registration information and produces LOA
- PGME will receive entire CaRMS file for matched candidates after 2<sup>nd</sup> iteration.
- Files can be provided to programs on request.

# 2<sup>nd</sup> Iteration Process

- Vacancies are automatically moved to second iteration
- Second iteration for PGY1 match is blended (IMG and CMG)
- Also used for transfers
- Process of file review and ranking is similar
- Match Day is mid April (April 12, 2016)



# CaRMS Documentation

- CaRMS retains applicant documents for 7 years
- Programs should have a specific practice regarding retention and protection of records that is consistent with locally applicable policy, regulations and laws. (BPAS, 2013)
- PGME office has full applicant files of successful candidates

# CaRMS Resources: [carms.ca/en/match-process/help-resources/programs](https://carms.ca/en/match-process/help-resources/programs)

RESIDENCY

APPLICANTS

INSTITUTIONS / PROGRAMS

MATCH PROCESS

DATA AND REPORTS

POLICIES

[Home](#) > [Match process](#) > [Help resources](#) > [Programs](#)

MATCH TIMELINES

YOUR APPLICATION

FAQS

HELP RESOURCES

Applicants

[Programs](#)

MATCH TIPS

## Programs

CaRMS has a variety of resources available to programs to help facilitate the match year.

Review the resources below to get started.

### Faculty help line



A dedicated phone number is provided to all programs registered with CaRMS. Our bilingual, full-time faculty relations staff are available to answer questions throughout the match year.

### Help guides



Our CaRMS Online help guides are designed to assist users of CaRMS Online. We update the guides throughout the match year to reflect the different stages of the match process.

[Programs](#)

[Postgraduate office users](#)

[Referees](#)

[Undergraduate office users](#)

### Match overview handouts



CaRMS' match overview handouts are designed to provide programs with a general overview of CaRMS' match processes.

[R-1 Main Residency Match](#)

[Family Medicine/Emergency](#)

### Communiqués



Communiqués are the primary communications tools used by CaRMS and contain important information and instructions for registered users.

# Questions?

