

FELLOWSHIP EDUCATION ADVISORY COMMITTEE
Minutes of October 2, 2012 Meeting
8:00 AM to 9:30 AM – PGME Boardroom

Present:

Caroline Abrahams (PGME)

Jessica Fillion (PGME)

Dr. Jeannette Goguen (Medicine)

Dr. Karen Gómez Hernández (Clinical Fellow)

John Kerr (PGME)

Dr. Jonathan Kronick (SickKids)

Dr. David Latter (FEAC Chair; Surgery)

Loreta Muharuma (PGME)

Dr. Benoit Mulsant (CAMH) *

Dr. Salvatore Spadafora (PGME)

Dr. David Wong (Ophthalmology) *

** By teleconference*

Regrets:

Dr. Glen Bandiera (PGME)

Dr. Charles Catton (Radiation Oncology)

Dr. Cynthia Maxwell (Obstetrics & Gynaecology)

Dr. Arun Ravindran (Psychiatry)

Dr. Rayfel Schneider (Paediatrics)

Shannon Spencer (Ex officio; UHN)

Dr. Roy Wyman (Family Medicine)

1. Introduction

Dr. Latter confirmed acceptance of the minutes of the FEAC meeting of May 29, 2012. He noted the committee's decision that, beginning with the minutes of the May 29, 2012 meeting, the FEAC would make approved minutes publicly accessible through the FEAC website. Dr. Spadafora confirmed that the PGME Office would notify faculty, staff and learners of the posting of the minutes.

2. Report on Meeting of September 11, 2012 with the CPSO

Dr. Latter reported on the meeting of September 11, 2012 between representatives of the CPSO and members of the FEAC. Representing the CPSO at this meeting were Dan Faulkner (Director, Quality Management/Research), Nathalie Novak (Manager of Applications and Credentials), Samantha Kelly (Inquiries Supervisor) and Melissa Collimore (Registration Analyst). Dr. Latter, Dr. Spadafora, C. Abrahams and J. Kerr attended for the FEAC.

Dr. Latter reported that the CPSO had responded positively to the findings of the *2012 Survey of University of Toronto Clinical Fellows*. CPSO staff had appreciated the issues raised by survey respondents and had expressed commitment to resolve the underlying causes. N. Novak had referred to the CPSO's creation of a dedicated intake team for new clinical fellows starting July 2013. Dr. Spadafora agreed that the CPSO has now made customer service and electronic communication a focus of its registration activity, but foresaw challenges in funding and implementing this change while maintaining responsibility for registration. Dr. Latter suggested inviting N. Novak to the December 11, 2012 meeting of the FEAC, to give the committee a preview of the CPSO's registration initiatives for 2013-14.

3. Areas of Focused Competence (Diploma) Programs Update

Dr. Spadafora provided the FEAC with an update on the Royal College's implementation of the Areas of Focused Competence (AFC) programs. He identified 10 AFC programs now in varying stages of implementation. As of October 2, 2012, the Royal College had fully implemented three AFC programs: Adult Cardiac Electrophysiology, Interventional Cardiology, and Transfusion Medicine. The slides accompanying Dr. Spadafora's presentation recorded the implementation status to date of the 10 AFC programs. (Please see

Appendix to minutes, pages 4 – 7). The Royal College has set the following deadlines for applications for AFC accreditation:

- December 31, 2012 for a February/March 2013 decision
- March 31, 2013 for a May/June 2013 decision

Dr. Spadafora reviewed the application requirements for AFC accreditation, noting that the Royal College required the application questionnaire to have “the approval of the Faculty Postgraduate Medical Education Committee” and to be signed by the PG Dean. He affirmed the need for University oversight of the application process for AFC accreditation, emphasizing the importance of protecting educational resources and ensuring the primacy of residency training programs. At the same time, he clarified that the PGME Office has jurisdictional oversight but could not provide operations support in the AFC application or accreditation review process.

University of Toronto AFC programs would require approval by the FEAC and the Postgraduate Medical Education Advisory Committee (PGMEAC). In connection with the Royal College’s deadlines, Dr. Spadafora clarified that 30 days’ notice would be necessary to enable the FEAC and PGMEAC to review with due diligence applications for AFC accreditation.

Dr. Spadafora summarized the costs of AFC accreditation, including the following amounts (according to the Royal College’s 2012 fee structure):

- Program - Annual Royal College registration fee (\$2,000, payable regardless of enrolment)
- Fellow
 - Credentialing fee (\$350)
 - Assessment fee (\$500)
 - Annual dues (\$425)

Dr. Latter observed that the University of Toronto fellowship credential has its own value. It was noted that, for international clinical fellows, the Royal College AFC diploma might not be any more readily recognized as a credential than the University of Toronto certificate. It was also noted that, with the exception of the Clinician Educator program, all AFC programs to date have made Royal College certification in the primary specialty/subspecialty an eligibility requirement, making most international clinical fellows ineligible for the AFC diploma.

Dr. Kronick suggested making AFC programs a regular agenda item for future meetings of the FEAC.

4. Review of FEAC Terms of Reference

The purpose of the FEAC, according to its terms of reference, is to advise the Vice Dean PGME on the oversight of fellowship programs and to develop and maintain policies and procedures related to clinical fellows. Dr. Latter noted that the FEAC had achieved almost all of the original aims set forth in the terms of reference for the committee in December 2009. There was agreement among committee members that, in its list of aims, the original guiding document for the FEAC resembled a work plan more than a statement of terms of reference. Dr. Spadafora advocated removal of the work plan and its replacement with general terms of reference for the committee. He proposed that the PGME Office develop general terms of reference and return a revised document to the FEAC for consideration at its next meeting. The committee supported this proposal.

5. Guidelines for Performance Assessment and Management of Deficiencies in Clinical Fellowships, Including Termination and Appeals: Review by Legal Counsel

L. Muharuma informed the committee that the PGME Office had referred the draft *Guidelines* document to the University of Toronto’s legal counsel for review. She hoped that the legal review of the document would be finalized shortly. The draft guidelines will be sent to members for review well in advance of the December 11, 2012 meeting.

6. Next Steps

- a.) Approved minutes of the FEAC meeting of May 29, 2012 would be made publicly accessible through the FEAC website and the PGME Office would issue an announcement from the Vice Dean PGME.
- b.) J. Kerr would invite N. Novak of the CPSO to make a presentation at the December 11, 2012 meeting regarding registration initiatives that the CPSO would be rolling out for 2013-14.
- c.) J. Kerr would provide FEAC members with a copy of Dr. Spadafora's slides on the Royal College implementation of AFC programs, as well as a table recording the current status of the 10 AFC programs now in various states of implementation.
- d.) The PGME Office would draft revised FEAC terms of reference for committee consideration at the December 11, 2012 meeting.
- e.) L. Muharuma would present the results of legal review of the *Guidelines for Performance Assessment and Management of Deficiencies in Clinical Fellowships* to the FEAC at its meeting of December 11, 2012.

The meeting adjourned at 9:40 AM.

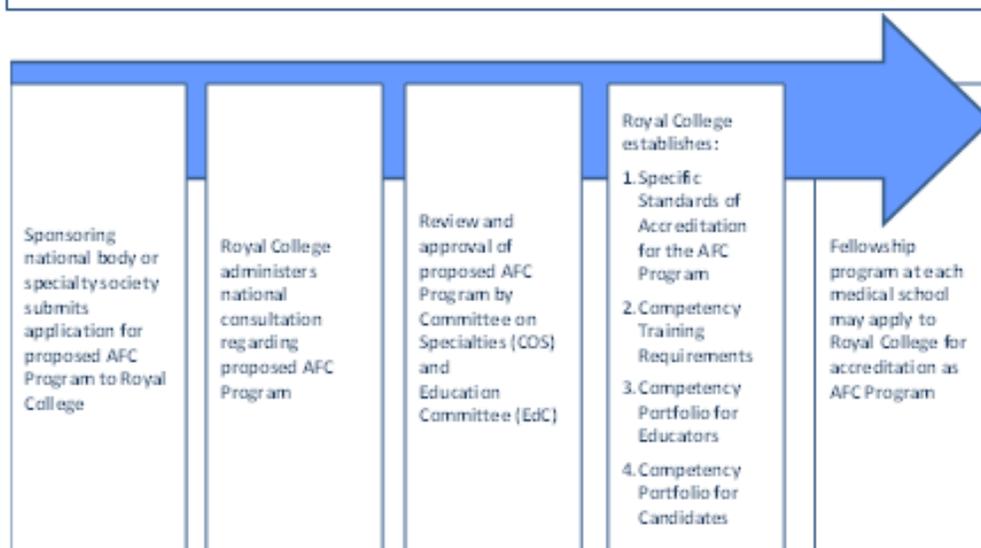
APPENDIX

**Royal College Implementation of
Areas of Focused Competence (AFC)
Programs**

**Fellowship Education Advisory Committee
October 2, 2012**

**Dr. Salvatore M. Spadafora
Vice Dean PGME**

Implementing AFC Programs



10 AFC Programs Now in Varying Stages of Implementation

1. Adult Cardiac Electrophysiology *
2. Adult Echocardiography *
3. Aerospace Medicine
4. Child and Youth Maltreatment
5. Clinician Educator *
6. Cytopathology *
7. Interventional Cardiology *
8. Sport and Exercise Medicine *
9. Transfusion Medicine *
10. Trauma Surgery



** AFC Program now posted on Royal College website (in some cases, forms and information are downloadable)*

Clinician Educator

- Royal College is sponsoring national body
- Entry criteria for applicants to be finalized in Fall 2012 by Clinician Educator Diploma Committee
- In Fall 2012 there will be a call for proposals to become a Clinician Educator Centre (local organizations usually affiliated with a medical school)
- Anticipated enrollment date for first cohort of Clinician Educator Diploma candidates is mid-2013

Clinician Educator Diploma (CE-d)



What's new...
The Clinician Educator diploma committee members are being selected and are tentatively scheduled to meet in October 2012.

3 AFC Programs “Complete”

- The Royal College has now posted standards of accreditation, credentialing and evaluation for three AFC (Diploma) Programs:
 1. Adult Cardiac Electrophysiology
 - Application form for accreditation now downloadable
 2. Interventional Cardiology
 - Application form for accreditation pending
 3. Transfusion Medicine
 - Accredited AFC Program at five medical schools

Application for Accreditation of an AFC Program

Each medical school's application for AFC accreditation of a clinical fellowship must include the following documents:



1. Application questionnaire
 - *Must be signed by PG Dean and have approval of “the Faculty Postgraduate Medical Education Committee”*
2. Covering letters
 - *Indicating Faculty approval and support for program*
 - *From CEO of each of the participating sites*
3. Terms of Reference for AFC program committee
4. Research support (operating grants)
5. Peer-reviewed publications of faculty members
6. Objectives for educational experiences
7. Signed agreements of affiliation
8. Program curriculum

Royal College AFC Application Deadlines

- **December 31, 2012**

- *Deadline for a February/March 2013 decision*

- **March 31, 2013**

- *Deadline for a May/June 2013 decision*



Should an AFC program receive “Accredited New Program” status, accreditation is effective retroactive to July 1, 2012

Costs for Fellowship Program



- **Annual Royal College registration fee**
 - *Annual fee of \$2,000 (proposed amount)*
 - *Registration fee required annually regardless of enrollment*
- **Program must satisfy “Standard C.2: Resources” requirements of Royal College ‘C’ Standards**
- **Administration of the accreditation process**
 - *Royal College will review AFC programs on a 3 year cycle*