

2017-18 PGME Re-appointments in POWER

Maureen Morris, Associate Director, Operations
Toni Jarvis, Registration Assistant

Tuesday, December 13, 2016



2016-17 PGME Administrators' Information Series

| | Date | Start Time | Session Title | Target Audience | Content Type |
|----|---------------|------------|--|-------------------------|-------------------|
| 9 | Thurs, Jan 12 | 9:00 AM | BOE, Remediation and Resident Wellness | PAs | Updated |
| 10 | | 11:00 AM | CBME and CanMEDS 2015 | PAs | Updated |
| 11 | Wed, Feb 15 | 10:00 AM | College of Physicians and Surgeons of Ontario | All | Updated |
| 12 | Thurs, Feb 23 | TBA | Reporting in POWER | All | NEW – JUST ADDED! |
| 13 | Wed, Mar 1 | TBA | Reporting in POWER – ONLINE ONLY | All | |
| 14 | Tues, Mar 21 | 10:00 AM | Royal College 101 | All | Updated |
| 15 | Thurs, Mar 23 | 9:30 AM | Accreditation: Written Reports | PAs - Specific Programs | NEW |
| 16 | Tues, Apr 4 | 9:00 AM | PGCorEd | All | NEW |
| 17 | | 11:00 AM | Event Planning: Workshops, Meetings and Socials Events from concept to evaluation | All | Adapted |
| 18 | Thurs, May 11 | 9:00 AM | Minimizing the Room for Misinterpretation of Your Good Intentions | All | NEW |
| 19 | | 11:00 AM | PARO-CAHO Contract | All | Repeat |
| 20 | Wed, May 17 | 11:00 AM | POWER: Preparing for the New Training Session | All | Repeat |
| 21 | Thurs, May 25 | 11:00 AM | POWER: Preparing for the New Training Session | All | Repeat |
| 22 | Wed, May 31 | 12:00 PM | Year-End Appreciation Event | All | FUN! |



Who will you re-appoint?



How will you keep track?



Before you begin, for reference print a list of your department's 2016-17 registrants in POWER. To do so, from the menu click **[Reports]**, **[Reappointment List]**. At the **'Reappointment Selection'** screen shown below, filter by training level and/or program if you prefer. When done click **[Search]**.

Reappointment Selection

Trainee # :

First Name :

Last Name :

SESSION : 2016 - 2017 ▼

Department: MEDICINE ▼

Program:
-- Search All
ADULT CARDIOLOGY
ADULT CLIN IMMUNOL & ALLERGY
ADULT ENDOCRINOL & METABOLISM

Training Level : -- Search All ▼

Funding Type : -- Search All ▼

Registration Source : -- Search All ▼

Registration Status : -- Search All ▼

Legal Status : -- Search All ▼

Subprogram: --- Search All --- ▼

Funding Source :
-- Select
AARHUS UNIVERSITY - DENMARK
ABBOTT LABORATORIES



The results will appear as shown below. The 2017-018 column on the right will be blank for all trainees. To print the entire list, click the **[Printer-friendly format]** link; at the next screen click **[File]** then **[Print]**.

Home
 Trainee Info
 Reappointment
 Submit Reapp. List
 Alerts
 Search
 Communication
 Reports
 Reappointment List
 Mailing Labels
 Standard Regn
 Trainee Status
 Send e-Mail
 Change Password
 Help
 Conf. Agreement
 Logout

UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

Postgraduate Medical Registration

[Printer-friendly format](#)

Postgraduate Trainees recommended for reappointment

| Name and Address | 2016-2017 | 2017-2018 |
|--|---|--|
| [Dept/Div/Group : Medicine] [Training Level : CLIN FEL] | | |
| | PROGRAM: Adult Cardiology SUBPROGRAM: Hypertrophic Cardiomyopathy LEVEL: CLIN FEL TERM: 11-Feb-2017 - 30-Jun-2017 FUNDING: Hospital - Toronto General | PROGRAM: SUBPROGRAM: LEVEL: TERM: - FUNDING: LEGAL STATUS: Permanent Resident |
| | PROGRAM: Adult Cardiology SUBPROGRAM: Cardiology Oncology LEVEL: CLIN FEL TERM: 01-Jul-2016 - 30-Jun-2017 FUNDING: Hospital - Princess Margaret | PROGRAM: SUBPROGRAM: LEVEL: TERM: - FUNDING: LEGAL STATUS: Permanent Resident |



2. Click **[Reappointment]** > Re-appointment Search/Select screen
- a) Bottom half of screen: Select Program, Training Level
- b) Top half of screen: Select Training Level

Home
Trainee Info
Reappointment
Submit Reapp. List
Alerts
Search
Communication
Reports
Reappointment List
Mailing Labels
Standard Regn
Trainee Status
Send e-Mail
Change Password
Help
Conf. Agreement
Logout

Re-appointment Search/Select

Select the NEW Session and Training Level (REQUIRED)

SESSION : 2017 - 2018
Training Level : PGY FIVE

Previously Registered Trainee Search/Select Criteria

Trainee # :
First Name :
Last Name :
ROSI # :

Search Clear

SESSION : 2016 - 2017
Department : MEDICINE
Program :
Subprogram : --- Search All ---
Training Level : PGY FOUR
Funding Type : -- Search All
Funding Source :
Registration Source : -- Search All
Registration Status : -- Search All

Search Clear



- c) Click **[Search]** > List of trainees that meet criteria
If this group should all be appointed to the next level, click **[Select All]**.
If not, check off the boxes of only those that apply.

New Search Found 9 trainee(s) OK Select All Clear All

| <u>Trainee #</u> | <u>Name</u> | <u>Department</u> | <u>Program</u> | <u>Subprogram</u> | <u>Training Level</u> |
|-------------------------------------|-------------|-------------------|------------------|-------------------|-----------------------|
| <input checked="" type="checkbox"/> | [REDACTED] | MEDICINE | ADULT CARDIOLOGY | | PGY FOUR |
| <input checked="" type="checkbox"/> | [REDACTED] | MEDICINE | ADULT CARDIOLOGY | | PGY FOUR |
| <input checked="" type="checkbox"/> | [REDACTED] | MEDICINE | ADULT CARDIOLOGY | | PGY FOUR |
| <input checked="" type="checkbox"/> | [REDACTED] | MEDICINE | ADULT CARDIOLOGY | | PGY FOUR |
| <input checked="" type="checkbox"/> | [REDACTED] | MEDICINE | ADULT CARDIOLOGY | | PGY FOUR |
| <input checked="" type="checkbox"/> | [REDACTED] | MEDICINE | ADULT CARDIOLOGY | | PGY FOUR |
| <input checked="" type="checkbox"/> | [REDACTED] | MEDICINE | ADULT CARDIOLOGY | | PGY FOUR |
| <input checked="" type="checkbox"/> | [REDACTED] | MEDICINE | ADULT CARDIOLOGY | | PGY FOUR |
| <input checked="" type="checkbox"/> | [REDACTED] | MEDICINE | ADULT CARDIOLOGY | | PGY FOUR |

OK Select All Clear All

d) For each trainee, click **Training Info** to view the current registration record. Click **Pre-Registration** to view future registration record. If you wish to change any information, click **[Edit]**. Once you have finished with the edits click **[Save]**.

To view the next trainee's record click **[Next]**.

Session : 2016-2017

Trainee Info - Initial View

Prev Next

PICTURE NOT AVAILABLE

Status: REGISTERED

Trainee #: ROS #: UTORid:

Surname: Given Name: SAK:

Former Name: Trainee Type: MEDICINE Barcode:

Personal Info

Registration Info

| Program | Subprogram | Training Level | Funding Source | Status | Pool | Time | FTE | Start Date | End Date |
|------------------|------------|----------------|-------------------------------|--------|------|------|------|-------------|-------------|
| ADULT CARDIOLOGY | | PGY FOUR | ONT MIN HLTH- MINISTRY FUNDED | ACTIVE | A | 1.00 | 1.00 | 01-Jul-2016 | 30-Jun-2017 |

Pre-Registration

New Save Delete

| Program | Subprogram | Training Level | Funding Source | Status | Pool | Time | FTE | Start Date | End Date |
|------------------|------------|----------------|-------------------------------|--------|------|------|------|-------------|-------------|
| ADULT CARDIOLOGY | | PGY FIVE | ONT MIN HLTH- MINISTRY FUNDED | ACTIVE | A | 1.00 | 1.00 | 01-Jul-2017 | 30-Jun-2018 |

Rotations

Forms Received

Hospital Health Safety and Policy e-Learning Modules

Messages



3. When you are finished, click **[Back to Main Menu]**. Click **[Submit Reapp List]**. Your re-appointments list will be displayed. You can sort your list by clicking on the column title.

The screenshot shows the 'POWER' (Postgraduate Web Evaluation and Registration) interface. The header includes the University of Toronto Faculty of Medicine logo and the text 'POWER Postgraduate Web Evaluation and Registration'. The user is logged in as 'Arruda, Anna'. A left-hand navigation menu lists various options: Home, Trainee Info, Reappointment, Submit Reapp. List, Alerts, Search, Communication, Reports, Reappointment List, Mailing Labels, Standard Regn, Trainee Status, Send e-Mail, Change Password, Help, Conf. Agreement, and Logout. The main content area is titled 'Reappointment List 2017 - 2018' and shows '1 Record'. Above the table are buttons for 'Submit', 'Select All', 'Clear All', and 'Delete', and a 'Change Session' dropdown set to '2017 - 2018'. The table has columns for Trainee #, Name, Program, Subprogram, Funding Source, Training Level, Start Date, and End Date. One record is visible for 'Adult Cardiology' with a training level of 'PGY FIVE' and dates from '01-Jul-17' to '30-Jun-18'. There is a checkbox in the first column of the table.

| Trainee # | Name | Program | Subprogram | Funding Source | Training Level | Start Date | End Date |
|--------------------------|------|------------------|------------|-------------------------------|----------------|------------|-----------|
| <input type="checkbox"/> | | Adult Cardiology | | Ont Min Hlth- Ministry Funded | PGY FIVE | 01-Jul-17 | 30-Jun-18 |

4. To submit the all the records to PGME, click **[Select All]**. Check off the boxes of the only those you wish to submit and click **[Submit]**.



What happens now?

- Your re-appointments will automatically be transmitted to PGME, who will review the list, and publish a Letter of Appointment available to the trainee on-line in POWER.
- If you require further edits on any of the records after you submit, please contact Anna at 416-978-6348 or Toni at 416-978-6338.
- To view the results of your re-appointments, click on **[Re-appointment List]** (2017-18) from the menu and click **[Search]** or filter as required. You will now see the results for your 2017-18 re-appointments on the right hand column. A blank means no re-appointment was made (yet). You can print the list for reference.



Instructions for New Data Entry

- If your trainee has a different source of funding, a split training level (PGY2/3, maternity leave, etc.), work permit expiry during academic year, you will have to change the existing one line entry, and **add a NEW entry**.
- You can do this in the **Pre-Registration** field by clicking **[Edit]**; change the existing data, and click **[Save]**.
- You must scroll through the fields to ensure you have the correct source of funding/training level.



PLEASE NOTE:

For residents who are off-cycle for any reason (e.g. remediation, leave) please check with your Program Director to ensure the resident is *re-appointed* for the correct progression date and the correct training level (e.g. regarding possible make-up time).



Problems/Issues

- What if the trainee is returning at the same level?
- What if the resident took a maternity leave?
- Trainee started his PEAP on June 15th
- Trainee is on remediation
- It is a new trainee who matched from the R4 match – how do I re-appoint?



Reappointments for Visa Trainees

Samantha Chin, Visa Trainee Assistant

December 13, 2016



Work Permit Trainee Checklist

- Departmental Letter of Appointment
- Visa Processing Administrative Fee (U of T)
- Copy of Passport (if applicable)
- Statement of Objectives
 - Name of fellowship on Completion of Training Certificate will reflect as it is recorded on the Statement of Objectives



Medicine
UNIVERSITY OF TORONTO

November 12, 2014

Salvatore Spadofora, MD, FRCP(C), MDPE
Vice Dean, Postgraduate Medical Education
University of Toronto, Faculty of Medicine
108 University Avenue, Suite 602
Toronto, Ontario M5G 1V7


Dear Dr. Spadofora,

Please accept [redacted] pending successful completion of the Pre-Entry Assessment process as follows:

- status: Clinical Fellow
- training program: Adult Nephrology (Peritoneal Dialysis & Fluid and Electrolytes)
- PEAP start date: January 1, 2015
- Fellowship end date: December 31, 2015
- supervisor: [redacted]
- site: [redacted]
- funding: [redacted]

The foreign national [redacted] including remuneration to a clinical fellow is being recommended if it is in accordance with that of a Clinical Fellow performing the same duties in the same location of work as the foreign national.

I have attached the required documents in support of the appointment, including the \$150 visa-processing fee.

Yours truly,

Jennifer Ogden, MD, FRCP(C)
Director, Postgraduate Education

cc: Dr. Joanne M. Bargman, Fellowship Program Director, Nephrology Division

FACULTY OF MEDICINE
108 University Avenue, Suite 602, Toronto, Ontario M5G 1V7 Canada
Tel: +1 416 978-7240 • Fax: +1 416 978-7241 • www.postgraduate.utoronto.ca



Postgraduate Medical Education
UNIVERSITY OF TORONTO

Date: _____

Name: _____
Last Name First Name Middle Name

Address: _____

Telephone: _____ Email Address: _____

I authorize the University of Toronto to charge my:
VISA
MASTERCARD

Name As It Appears On Credit Card: _____

Credit Card Account Number: _____

Expiry Date on Card: _____
Month Year

Signature: _____

For payment of \$150.00 (Canadian Funds) University of Toronto visa processing fee*.

*Please note that this fee is a University of Toronto administrative fee and is distinct from any fees that Citizenship and Immigration Canada may require you to submit.

FACULTY OF MEDICINE
108 University Avenue, Suite 602, Toronto, Ontario M5G 1V7 Canada
Tel: +1 416 978-6876 • Fax: +1 416 978-7144 • postgrad@utoronto.ca • www.pgmed.utoronto.ca



Postgraduate Medical Education
UNIVERSITY OF TORONTO

Educational Objectives for Clinical Fellowship

This form is for recognized specialists whose postgraduate medical training program is designed to give them additional expertise but does not need to be additional credentials for practice. The College of Physicians and Surgeons of Ontario (CPSO) requires the submission of a statement of objectives before issuing a postgraduate education certificate of registration for a clinical fellowship appointment.

Trainee Information

Name of Clinical Fellow: _____
First Name Last Name

Specialty Certification: _____

Title of Certification: _____

Country Issuing Certification: _____

General Information

Department Name: _____

Division Name (if applicable): _____

Name of Fellowship: _____

Fellowship Site: _____

Fellowship Start Date: _____ End Date: _____
Month Day Year Month Day Year

If re-appointment: Resumption/Start Date: _____ End Date: _____
Month Day Year Month Day Year

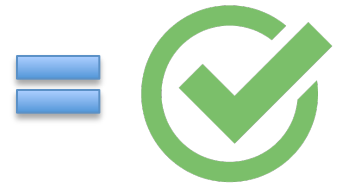
Name of Supervisor: _____

Telephone: _____ Email: _____

Fellowship Overview

Please provide a brief statement of the clinical focus and educational purpose of the fellowship. The answer space below will appear in every year's form or design review. If this fellowship is a re-appointment, please describe the clinical focus and educational purpose of the re-appointment only.

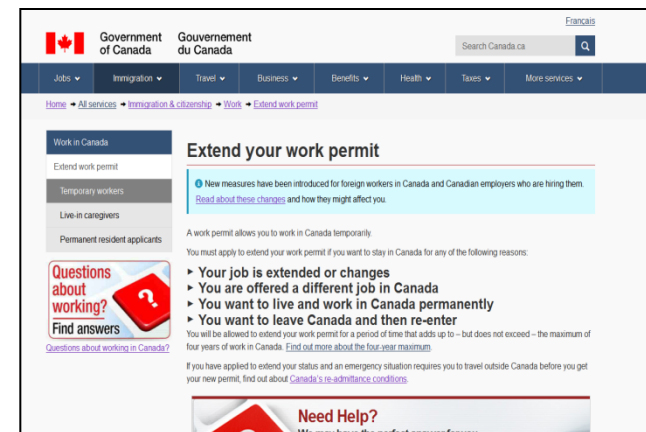
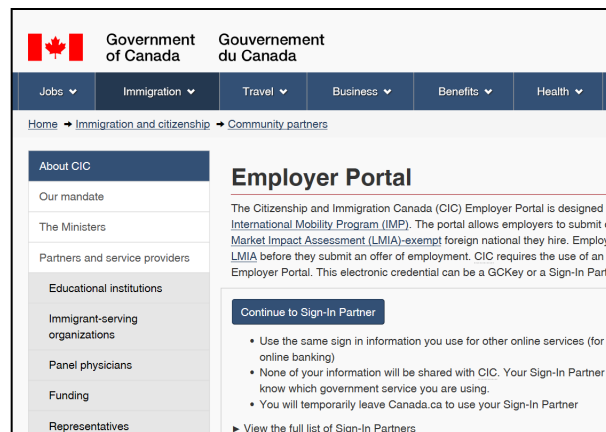
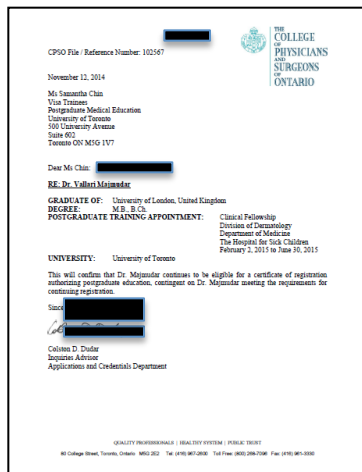
Educational Objectives for Clinical Fellowship – PGME August 2010
Pg. 1 of 1 Pg. 1 of 1
108 University Avenue, Suite 602, Toronto, Ontario M5G 1V7 Canada



What Do We Do?



- PGME requests a “Letter of Eligibility” (LOE) from the CPSO
- Once the LOE is received, PGME submits an offer of employment through the IRCC portal and pays the employer compliance fee
- Trainee applies online for the extension of their Work Permit with the Letter of Eligibility and the LMIA exemption number provided by PGME



Difficulties with reappointments

Clinical Fellows reappointed beyond 36 months

- The CPSO allows 36 months of fellowship training
- The 36 months begins after the PEAP has been completed
- Additional documentation required:
 - Support letter from supervisor and program director
 - Letter from clinical fellow on why the extension is necessary



**Registration
Committee at
the CPSO**



THE
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PHYSICIANS
AND
SURGEONS
OF
ONTARIO



Visa Trainees

- Visa is expiring – do I still re-appoint?
- Does the trainee know?
- What do I send to the PGME Office?
- Trainee is re-appointed as a fellow but it is a new fellowship
- This is the 4th year of fellowship



CONTACT US - PGME

- website: pg.postmd.utoronto.ca
- email: postgrad.med@utoronto.ca

