

Program and Family Medicine Site Directors' Development Meeting

PGME Boardroom, 500 University Avenue, Suite 602

Tuesday, September 13, 2016 – 11:30 am to 3:30 pm

Time	Agenda	Presenter(s)
11:30	Introductions & Welcome	Dr. Glen Bandiera Associate Dean, PGME
11:40	PGME 101 Who Does What?	Loreta Muharuma Director, Operations Maureen Morris Associate Director, Operations
12:00	Competency By Design Update	Dr. Susan Glover Takahashi Director, Education, Innovation & Research, PGME Dr. Scott Berry Residency Program Director, Medical Oncology
12:30	ABCs of Admissions, Evaluations, POWER and Remediation	Dr. Linda Probyn Director, Admissions and Evaluation, PGME Caroline Abrahams Director, Policy & Analysis, PGME Catherine Moravac Lead, Learner Education Support, Curricular Innovation and Research, PGME



PGME 101

PGME Office Operations Overview

Maureen Morris - Associate Director, Operations

Loreta Muharuma - Director, Operations

September 13, 2016

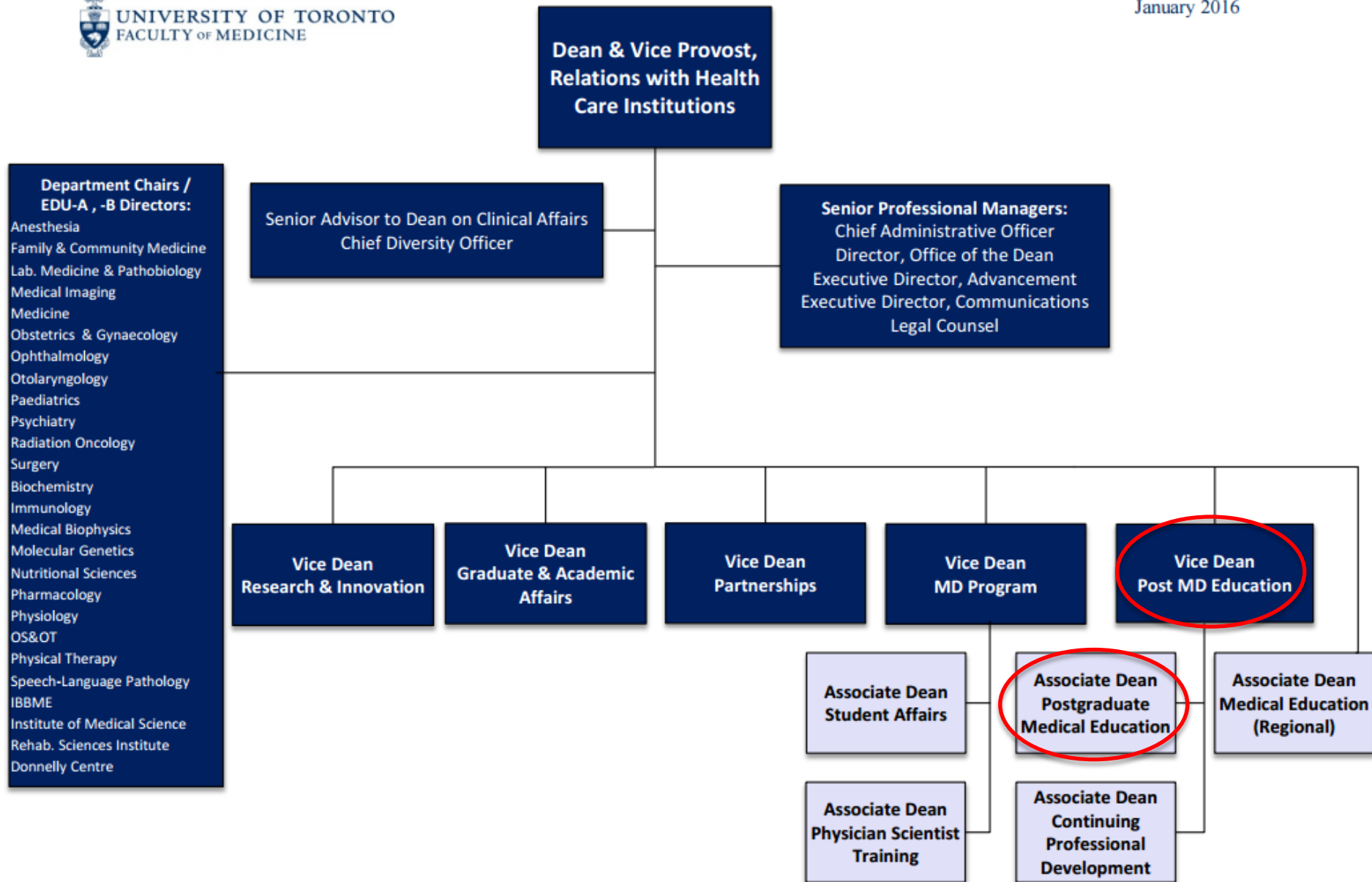


Post MD Education
UNIVERSITY OF TORONTO

We will cover

- Faculty Organization
- Post MD and PGME website
- By the Numbers – PGME overview
- Affiliated Hospitals
- PGME Units, Leadership, Activities
- Learner Enrolment – Domestic, International
- Electives
- IMG Assessment
- Registration Requirements
- Resident Payroll (THPPA)
- Policies and Guidelines
- Certificates & Awards
- Program Administrator Information Series







Post MD Education



MESSAGE FROM THE
VICE DEAN

DR. SALVATORE
SPADAFORA

**POSTGRADUATE
MEDICAL
EDUCATION**

79
RESIDENCY PROGRAMS
ACCREDITED BY THE
RCPSC AND THE CFPC

EDUCATION FOR
RESIDENTS AND
FELLOWS

**CONTINUING
PROFESSIONAL
DEVELOPMENT**

LEADERSHIP AND
EXCELLENCE IN
CONTINUING
PROFESSIONAL
DEVELOPMENT AND
MEDICAL EDUCATION



**GLOBAL
HEALTH**

INTER-SPECIALTY
LOCAL AND GLOBAL
HEALTH
PROGRAMMING AND
INITIATIVES

NATIONAL AND
INTERNATIONAL
EXPERIENCE

Postgraduate Medical Education

CONTACT US

FIND A
POLICY OR
GUIDELINE

ACCESS
WELLNESS
RESOURCES

APPLICATION
INSTRUCTIONS AND
DEADLINES
APPLY

MESSAGE FROM THE
ASSOCIATE
DEAN

ORIENTATION RESOURCES
FOR
NEW
TRAINEES

GLOBAL HEALTH



POWER



PORTAL



PGCORED



EXCHANGE

NEWS

FALL/WINTER HOURS & SEPT. 5 CLOSURE

September 2, 2016



The Post MD Education Office will be closed Monday, September 5 for the Labour Day holiday. On Tuesday, September 6 the office will return... [CONTINUE READING THIS POST](#)

NEW PGME WEBSITE LAUNCHES JULY 1

July 1, 2016



The pre-existing PGME website (pgme.utoronto.ca) will be running concurrently with the new version (pg.postmd.utoronto.ca) until September 1, 2016 and will then be shut down.... [CONTINUE READING THIS POST](#)

EVENTS

PROGRAM & FAMILY MEDICINE SITE DIRECTORS' DEVELOPMENT MEETING

SEPTEMBER 13, 2016 11:30 AM - 3:30 PM

[ADD TO GOOGLE CALENDAR](#)

This workshop will cover all the basics. At the end of this workshop you will know who to contact at PGME from POWER to... [CONTINUE READING THIS POST](#)

TISLEP 2016

SEPTEMBER 27, 2016

[ADD TO GOOGLE CALENDAR](#)

The 3rd TISLEP Summit will welcome international thought leaders, educators, patients, learners, faculty and other stakeholders to further the discussion on leadership education for... [CONTINUE READING THIS POST](#)

PGME by the Numbers....

- 75 Programs: 73 RCPSC, 2 CFPC
- >100 Residency and Fellowship Program Directors
- 9 Fully Affiliated Hospitals, 18 Community Affiliates, and numerous teaching practice sites
- Over 2,000 Residents and 1,300 fellows
- 50 staff: 26 Operations and Payroll; 4 Wellness; 8 Education, Research, Curriculum Innovation; 8 Policy & Analysis, 4 Faculty Leads/strategic initiatives

27 Affiliated Institutions

FULL AFFILIATE	COMMUNITY AFFILIATE	COMMUNITY AFFILIATE: SPECIALTY CARE
Baycrest Centre	Humber River Regional	George Hull Centre
Bloorview Kids Rehab	Lakeridge Health Network	Hincks-Dellcrest
Centre for Addiction and Mental Health	Markham Stouffville Hospital	Ontario Shores
Sinai Health System (Mount Sinai Hospital and Bridgepoint Health)	North York General Hospital	Providence Healthcare
St. Michael's Hospital	Royal Victoria Hospital	Surrey Place Centre
SickKids Hospital	Scarborough Hospital	West Park HC Centre
Sunnybrook Health Sciences Centre	St. Joseph's Health Centre	Waypoint MHC
University Health Network	Southlake Regional Health Centre	
Women's College Hospital	Toronto East Health Network	
	Trillium Health Partners	



Registration

- Appointments, Transfers, Visas, UHIP,
- CMPA, CPSO, Immunization, FITERs, Payroll

Education & Research

- PGCorEd, Internal Review, Accreditation,
- Curriculum Innovation – Competency Based Education, PD Support
- Board of Examiners, Remedial Resources

Policy & Analysis

- Quotas, Performance Indicators, Exit Survey
- POWER System, Annual Reports

Wellness

- Counseling, Referrals, Stress-Buster Workshops
- Work Life Balance, Culture of Wellness

Academic Leads

- Strategic Initiatives: Leadership, Resource Stewardship, Global Health, Humanism & Professionalism, Simulation

PGME Leadership

- **Dr. Salvatore Spadafora**, Vice Dean, Post MD Education
- **Dr. Glen Bandiera**, Associate Dean, PGME
- **Dr. Linda Probyn**, Director, Admissions & Evaluation
- **Dr. Barry Pakes**, Academic Lead, Global Health
- **Dr. Anne Matlow**, Academic Lead, Leadership & Resource Stewardship

- **Caroline Abrahams**, Director, Policy & Analysis
- **Dr. Susan Edwards**, Director, Resident Wellness
- **Dr. Susan Glover Takahashi**, Director, Education, Innovation & Research
- **Maureen Morris**, Associate Director, Operations
- **Loreta Muharuma**, Director, Operations



PGME Activities

- Registration
 - Input appointments
 - Immunization, UHIP
 - CPSO, CMPA
 - Hospital Health & Safety
- Visa Processing
- Sponsored Visa Trainee applications
- Orientation
- Electives
- Grants & Awards
- Certificates & Graduations
- Transfer Requests
- Verifications
- Resident Payroll
- Medical Trainee Day Reporting
- Best Practices Promotion
- Board of Examiners
- CARMS + Quotas Allocation
- Communications, social media
- Evaluations of Residents, Rotations, Teachers (POWER)
- Faculty Development
- Global Health Education
- Internal Reviews & Accreditation
- On-line Resources (PGCorEd, CIPEd)
- POWER Training
- PD Meetings (PGMEAC)
- Provincial/National Med Ed Membership
- Wellness, Career Planning
- Community Preceptor tracking and payment

University of Toronto's PGME Learners



Residents

- Training leads to RCPSC or CFPC certification



Clinical Fellows

- Advanced "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



Research Fellows

- No patient contact whatsoever
- PGME registration optional

Not Registered with PGME:

Observers

- No UofT status
- Arranged through hospitals

Post-Doctoral Fellows

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



PGME Enrolment: 2015-16

Department/Division/Unit	FELLOW	PGY	Total
Anesthesia	134	108	242
Critical Care, Adult	46	19	65
Critical Care, Peds	24	2	26
Diagnostic Radiology	106	73	177
Family Medicine	33	446	479
Laboratory Medicine	40	46	86
Medical Genetics	5	11	16
Medicine	409	563	968
Obstetrics & Gynaecology	41	83	124
Ophthalmology	37	32	69
Otolaryngology	20	29	49
Paediatrics	229	159	387
Palliative Medicine	0	5	5
Psychiatry	58	198	256
Public Health & Preventive Med	0	23	23
Radiation Oncology	39	28	67
Surgery	269	276	545
TOTAL	1,486	2,100	3,579

- Distinct trainees, not FTEs
- Includes both clinical and research fellows
- Trainees may be registered as residents and clinical fellows in the same year.



University of Toronto:

A Centre of Clinical Fellowship Training

- A dynamic inventory of over 500 different clinical fellowships, varying from standardized fellowships (e.g. Cardiac Imaging) to clinical fellowships developed for the individual trainee
- 68% of all fellows in Ontario*
- 47% of all fellows in Canada*

** 2015-16 Canadian Post-MD Education Registry (CAPER) Annual Census*

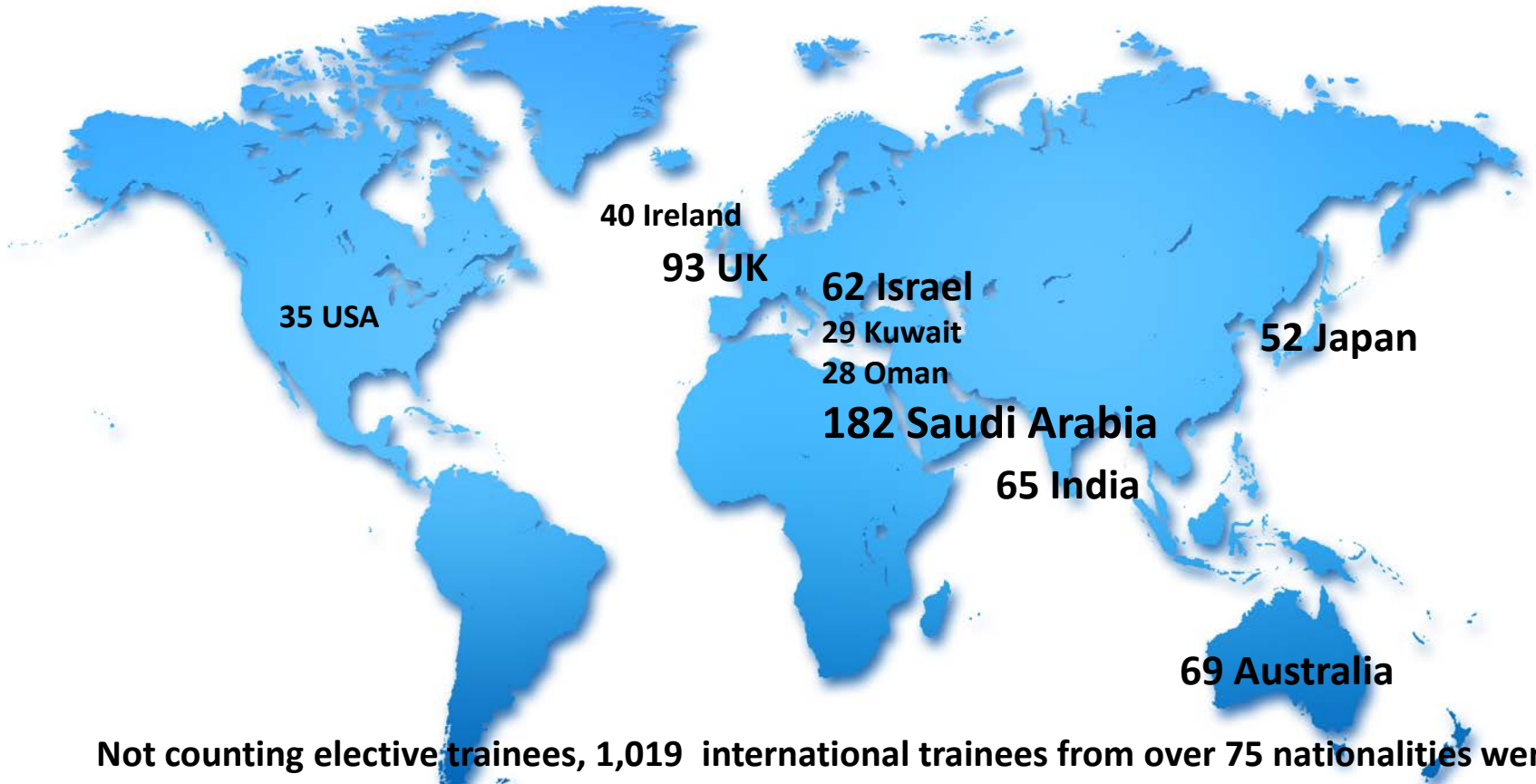


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International Residents and Fellows

Citizenship of International Trainees Registered in 2015-16

Total International Trainee Enrolment: 1,019

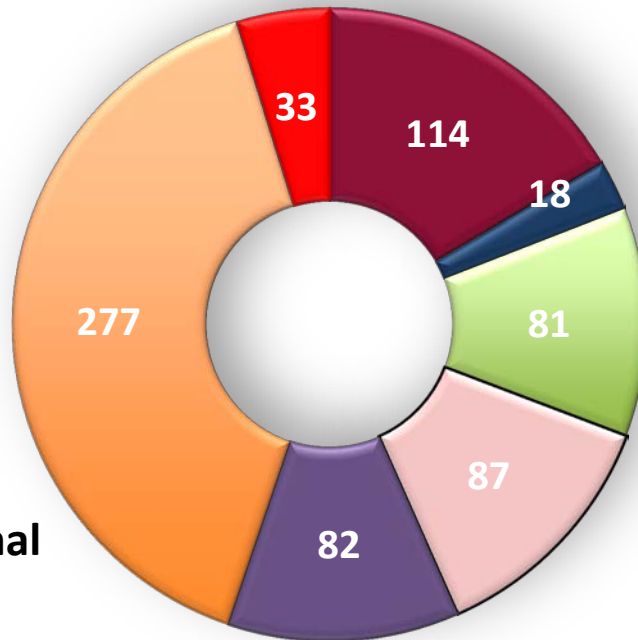


Not counting elective trainees, 1,019 international trainees from over 75 nationalities were registered during the 2015-16 academic session



Elective Registration

- McMaster
- NOSM
- Ottawa
- Queen's
- Western
- Other Canada
- US/International



- 55% from Ontario schools
- 45% other Canadian provinces
- 5% US and International
- Over 800 elective trainees annually
- Up to 15 weeks per CPSO
- Same regn requirements apply
- No fees
- On-line electives system for approvals

Assessment for International Medical Graduates

- **79% of fellows and 22% of residents have non-North American MDs**
- **Pre-Entry Assessment Program:** 4-12 week assessment period prior to obtaining full education license
- **Assessment Verification Period:** 12 weeks for MOH-funded IMG residents
- **Ministry-funded IMG** Family Medicine residents and specialty residents must enroll in a Pre-Residency Program at Touchstone Institute
- **Canadian Medicine Primer:** a 2-week orientation program (with an optional Family Medicine module) offered to internationally sponsored trainees by Touchstone Institute

COUNCIL OF
ONTARIO FACULTIES
OF MEDICINE
An affiliate of the Council of Ontario Universities

PRE-ENTRY ASSESSMENT PROGRAM (PEAP) for FELLOWS
FINAL ASSESSMENT FORM

The Pre-Entry Assessment Program (PEAP) for fellows is an assessment process that evaluates certified international medical specialists to determine whether they can function at the level of Ontario residents who have completed their primary certification and are qualified to enter an Ontario fellowship program.

The PEAP process allows for appropriate, supervised clinical activity. A PEAP candidate is assessed in a multidisciplinary environment where there is patient input on an ongoing basis. The PEAP must meet the following criteria:

a) be of four to twelve weeks in duration
b) be taken at a medical school in Ontario
c) provide assessment of the candidate's current knowledge and competence in the specialty in which the candidate is seeking postgraduate education.

To be completed by the Assessors

Location and Dates of the Pre-Entry Assessment Program:

Department	Hospital	Dates	Duration (Wks)	Name of Assessor
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Cumulative Summary Observed Assessments:

	U	BE	ME	AE	O	Legend
Clinical Skills						U-Unsatisfactory
Technical Skills						BE-Below Expectations
Knowledge and Judgment						ME-Meets Expectations
Communication Skills						AE-Above Expectations
Professional Attitudes						O-Outstanding

Has the assessment of the candidate included assessment of the candidate's basic skills in internal medicine, obstetrics and gynaecology, pediatrics, psychiatry and general surgery, appropriate for practice in the discipline in which the candidate is seeking postgraduate education?
Yes _____ No _____

Has the assessment of the candidate included assessment of the candidate's ability to demonstrate receptive and productive fluency in one of the official languages of Ontario sufficient for safe and effective medical practice in the residency program?
Yes _____ No _____

Has the candidate successfully completed the Pre-Entry Assessment Program?
Yes _____ No _____

Comments:

Toronto PEAP Final Assessment Form - RESIDENTS, use March 28, 2010 page 2 of 3 Resident PEAP



Why University Registration?



- The Royal College of Physicians and Surgeons of Canada (RCPSC) and the College of Family Physicians of Canada (CFPC) accredit only those residency programs which are under the direction of a Canadian university medical school



- The Medicine Act (Section 11), enforced by the College of Physicians and Surgeons of Ontario, states a licensee must have an appointment in a postgraduate medical education program at an accredited medical school in Ontario



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- Hospital-University Affiliation Agreement requirement



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Registration Requirements



I'm needed in the OR!!
But first I have to
REGISTER?

CPSO



CMPA



L'ASSOCIATION
CANADIENNE
DE PROTECTION
MÉDICALE

THE CANADIAN
MEDICAL
PROTECTIVE
ASSOCIATION

Immunization



Hospital Health & Safety
Policy Modules



Payroll Forms*



Work Permit \ Visa*



UHIP*



On-Line Regn + Fee



Vulnerable
Sector Screen (VSS)



Resident Payroll

- Administration of payroll salary rates PGY1-9 according to PARO-CAHO contract
- Pay chief and senior bonuses, call stipends for approximately 1,800 residents
- 2015-16 payroll funding from Ontario Ministry of Health = \$143 million (salary, benefits, stipends, bonus)
- Record of maternity leave, sick leave, Tax forms
- Collect PARO dues, LTD premiums
- Quarterly reporting to Ontario Ministry of Health; submission of annual audited financial statements

Policies and Guidelines

pg.postmd.utoronto.ca/about-pgme/policies-guidelines/

SHOW 52 ▾ ENTRIES

SEARCH:

Category	Title	Source & Date	Format
Academic Records	University of Toronto Information on the Application of the Freedom of Information and Protection of Privacy Act	University of Toronto, 2001	External link
Academic Records	Guidelines Concerning Access to Official Student Academic Records	Governing Council, 2008	External link to PDF
Safety, Rights, Intimidation and Harassment	Guidelines Addressing Intimidation, Harassment and Other Kinds of Unprofessional or Disruptive Behaviour in PGME	Hospital University Education Committee (HUEC), Postgraduate Medical Education Advisory Committee (PGMEAC), 2016	Link to PDF
Safety, Rights, Intimidation and Harassment	Report Form for an Incident of Intimidation, Harassment, Unprofessional or Disruptive Behaviour for PGME Trainees	Postgraduate Medical Education (PGME), 2012	Link to PDF
Safety, Rights, Intimidation and Harassment	Postgraduate Trainee Health and Safety Guidelines	Hospital University Education Committee (HUEC), Postgraduate Medical Education Advisory Committee (PGMEAC), 2013	Link to PDF
Safety, Rights, Intimidation and Harassment	Resolution of Resident Disagreement with Attending Physician or Supervisor	Postgraduate Medical Education Advisory Committee (PGMEAC), 2002	Link to PDF

[Affiliated Hospitals](#)

[Awards](#)

[Boards & Committees](#)

[Events](#)

[News](#)

[PGME Reports & Communications](#)

[PGME Staff List](#)

Policies & Guidelines

*All policies posted on website.
Approving bodies:
University, Faculty,
PGMEAC, CPSO,
COFM*

Completion of Training Certificate

- With departmental approval, PGME produces certificates for:
 - Residents who have finished their residency program
 - Clinical fellows who have successfully completed the goals and objectives of their clinical fellowship (minimum 6 months)
- Fellowship name = name on the statement of goals and objectives submitted to the CPSO



Awards Administration

- Awards Adjudication Committee
- Over \$200K in research awards annually

Award Name	Eligible Group
PARO Trust Fund: Resident Teaching Award	PG Medical Residents
Postgraduate Research Awards	PG Medical Trainees. A small number of awards are available for U of T graduate students, ranging in value from \$50-\$1,400.
Postgraduate Medical Trainee Leadership Awards	PG Medical Residents or Fellows
CSCI/CIHR Award	PG Medical Residents
Excellence in Postgraduate Medical Education	Faculty of Medicine faculty members
The Sarita Verma Award for Advocacy & Mentorship in Postgraduate Medicine	Faculty of Medicine faculty or staff member/group
Social Responsibility Award in PGME	Faculty of Medicine faculty member or resident
Clinician Scientist and Clinician Educator Graduate Scholarship Program	PG residents in graduate program supported by Dept



2016-17 Program Administrators Information Series - Preliminary Program

	Date	Start Time	Session Title	Target Audience	Duration
1	Wednesday, October 12, 2016	9:00 AM	PGME: The life cycle of a PG resident and Information Series Kick-off	All	2 hours
2	Tuesday, October 25, 2016	9:00 AM	CaRMS Basics for PGY1 Entry Programs	PGY1 Entry PAs	2 hours
3		11:00 AM	Sponsor Trainees and Funding	All	2 hours
4	Wednesday, November 16, 2016	9:00 AM	Electives	All	2 hours
5		11:00 AM	What's New in POWER	All	2 hours
6	Tuesday, November 22, 2016	11:00 AM	Electives & What's New in POWER	All	3 hours
7	Thursday, December 8, 2016	9:00 AM	Re-appointments in POWER	All	1.5 hours
8	Thursday, January 12, 2017	9:00 AM	BOE, Remediation and Resident Wellness	PAs	2 hours
9		11:00 AM	CBME and CanMEDS 2015	PAs	2 hours
10	Wednesday, February 15, 2017	10:00 AM	College of Physicians and Surgeons of Ontario	All	2 hours
11	Tuesday, March 7, 2017	10:00 AM	Royal College 101	All	3 hours
12	Thursday, March 23, 2017	9:30 AM	Accreditation: Written Reports	PAs	2 hours
13	Tuesday, April 4, 2017	9:00 AM	PGCorEd	All	2 hours
14		11:00 AM	Event Planning: Workshops, Meetings and Social Events	All	2 hours
15	Thursday, May 11, 2017	9:00 AM	Minimizing the Room for Misinterpretation of Your Good Intentions	All	2 hours
16		11:00 AM	PARO-CAHO Contract	All	2 hours
17	Wednesday, May 17, 2017	11:00 AM	POWER: Preparing for the New Training Session	All	2 hours
18	Thursday, May 25, 2017	11:00 AM	POWER: Preparing for the New Training Session	All	2 hours
19	Wednesday, May 31, 2017	12:00 AM	Year-End Appreciation Event	All	3 hours

More Info?

THE FUTURE OF
MEDICAL EDUCATION
IN CANADA
POSTGRADUATE PROJECT



L'AVENIR DE
L'ÉDUCATION
MÉDICALE AU CANADA
PROJET POSTGRADUÉ

Future of Medical Education in Canada Postgraduate Project

Public Report

Postgraduate Medical Education
UNIVERSITY OF TORONTO

2013

BEST PRACTICES IN APPLICATIONS & SELECTION

FINAL REPORT

Postgraduate Medical Education
UNIVERSITY OF TORONTO



University of Toronto
Resident Exit Survey 2011-2012

May 2012



www.afmca.on.toronto.ca

Postgraduate Medical Education
UNIVERSITY OF TORONTO

HEALTH CARE COVERAGE

REGISTRATION PROCESS

TIMELINE

ABOUT TORONTO

COST OF LIVING

Orientation

for New Residents and Fellows at the University of Toronto

TRAINING CERTIFICATES

CONTACT PGME

CHILD CARE

TRANSIT

APRIL 2016

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August 2012

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UNIVERSITY OF TORONTO



PGME enables and supports our partners and programs to establish, meet and exceed best practices in the education of physicians as emerging leaders.

PGME Strategic Plan 2012-2017

www.pgme.utoronto.ca

INTEGRATION • INNOVATION • IMPACT

Best Practices in Rotation Evaluations

FINAL REPORT

2015

Prepared by the Best Practices in Rotation Evaluation (BPRE) Working Group:

Linda Probyn (Chair), Caroline Abrahams, Adelle Atkinson, Steve Hawnlyshyn, Frazer Howard, Amina Jabbar, Jacqueline James, Pamela Liao, Lorela Muharuma, Alison Pattern, Rick Penciner, Dan Rosenfield, Mariela Ruelato, Shachar Sade, Malika Sharma, Donna Steele, Dimitrios Tsigotis, Susan Glover Takahashi

Call Early, Call Often, Call Anyone!

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email: postgrad.med@utoronto.ca

Call: 416-978-6976

