

Fellowship Education Advisory Committee (FEAC)

Faculty of Medicine, University of Toronto

Terms of Reference

1. *Scope and Purpose*

The Fellowship Education Advisory Committee (FEAC) was established in 2009 as a source of advice to the Vice Dean Post MD Education, who requires the FEAC to identify and respond to issues that govern individual clinical fellows and the management of clinical fellowships.

The FEAC gathers information across postgraduate medical departments and from clinical fellows to assist in developing recommendations to improve the experience of clinical fellows and the management of the fellowships.

At the request of the Vice Dean Post MD Education, the FEAC reviews applications for Royal College accreditation of University of Toronto clinical fellowship programs as Areas of Focused Competence (AFC) diploma programs.

2. *Mandate*

The FEAC fulfils its purpose under the direction of the Vice Dean Post MD Education by providing recommendations on the following issues:

- appointment of clinical fellows, including cross-departmental appointments
- educational goals and objectives of clinical fellowships
- remuneration of clinical fellows
- orientation support for new clinical fellows
- assessment and management of clinical fellows during training, including termination and appeals
- completion of clinical fellowship training certificates
- Royal College Areas of Focused Competence (AFC) diploma programs
- Royal College Subspecialty Examination Affiliate Program (SEAP)
- other issues, as identified by the Vice Dean Post MD Education

3. *Reporting Structure*

The FEAC reports through its Chair to the Vice Dean Post MD Education. The Chair submits an annual report to the Vice Dean Post MD Education.

4. Membership

The Vice Dean Post MD Education, the Associate Dean PGME, and the Director PGME (Admissions and Evaluation) are members of the FEAC. The Chair and other members are appointed by the Vice Dean Post MD Education, with membership representing the following stakeholders:

- Departments of Medicine, Paediatrics, Surgery, and Family and Community Medicine
- Other postgraduate medical departments
- Hospital University Education Committee (HUEC)
- University of Toronto clinical fellows

Ex officio members include PGME staff and may include fellowship coordinators/administrators of academic departments and/or University of Toronto affiliated teaching hospitals.

Clinical fellow members serve a one-year term, renewable up to three years. All other members serve a two-year term, renewal up to a maximum of six years; with the exception of standing members from the Departments of Medicine, Paediatrics, Surgery, and Family and Community Medicine.

5. Management and Administration

Transparency of the FEAC is served by the posting of materials on the FEAC website, including:

- Terms of Reference
- Membership
- Schedule of meetings
- Agendas and approved minutes
- Annual reports

Meeting agendas will be determined by the Chair with input from members and the Vice Dean Post MD Education. Members may be canvassed for relevant agenda items during scheduled meetings and may provide suggestions at any time.

Meetings are held four times each year or at the call of the Chair. Meeting attendance is by invitation only.

The Chair may invite individuals with particular expertise or experience to provide input on a specific topic or agenda item, but these persons do not participate in formulating advice to the Vice Dean Post MD Education unless at the invitation of the Vice Dean Post MD Education.

The Chair will initiate a review of the Terms of Reference every three years to ensure that the FEAC continues to meet ongoing needs.

The FEAC's Terms of Reference are modified or revised with the input and advice of the FEAC, and must be approved by the Vice Dean Post MD Education.