

Fellowship Education Advisory Committee 2011-12 Academic Session Report

Overview

The Fellowship Education Advisory Committee (FEAC) meets quarterly under the direction of the Chair, Dr. David Latter. The FEAC is advisory to the Vice Dean PGME regarding the oversight of fellowship programs, as well as to develop and maintain policies and procedures related to clinical fellows. The Terms of reference of FEAC are located on the PGME website at <http://www.pgme.utoronto.ca/quickinfo/feac.htm>.

The creation of the FEAC was a key recommendation of the Fellowship Working Group in its report of September 2009, *Raising the Bar*. The first meeting of the FEAC took place on October 29, 2009.

Agendas, minutes and reference materials for the FEAC are accessible via the PGME website at <http://www.pgme.utoronto.ca/quickinfo/feac.htm>. Please contact John Kerr at john.kerr@utoronto.ca if there are issues with access to these items.

Membership

The FEAC consists of 19 members, including: three standing members from the Departments of Medicine, Paediatrics and Surgery; four rotating members from four other departments (two large and two small, based on fellowship enrolment); two rotating members representing affiliated hospitals/HUEC; one member to represent Family Medicine on an extraordinary basis; and currently registered clinical fellows. The FEAC expanded its membership in 2011-12 to include the Associate Dean PGME (Admissions and Evaluation) and the Fellowship Coordinator UHN. Four staff members from the PGME Office participate in the committee and provide administrative support as required. The Chair is Dr. David Latter.¹

The term of the rotating departmental members is two years and is renewable once for a second two-year term. Clinical fellows serve on an annual basis, but may be renewable twice.

Meetings

Meetings of the FEAC took place on September 27, 2011; December 6, 2011; February 28, 2012 and May 29, 2012. Agenda items included: guidelines for performance assessment and management of deficiencies in clinical fellowships (including termination and appeals); remuneration of clinical fellows; communication to clinical fellows of FEAC initiatives; medical degree source verification by the Physician Credentials Registry of Canada (PCRC), as required by the CPSO; the evolving status of Royal College Areas of Focused Competence (Diploma) programs, and the *2012 Survey of University of Toronto Clinical Fellows*.

¹ See appendix (page 4) for list of 2011-12 FEAC membership.

Highlights

- **2012 Survey of University of Toronto Clinical Fellows**

The bi-annual survey of UofT clinical fellows is a key responsibility of the FEAC. The web-based survey was first administered under the direction of the Fellowship Working Group in June 2008. Like the surveys of 2008 and 2010, the 2012 survey achieved a significant rate of response, with 58% (514 of 887) of the targeted clinical fellows completing the questionnaire. The 2012 survey contained new questions about hospital orientation and registration, and for the first time identified the primary hospital of the respondent. As in previous years, FEAC representatives will present the results to HUEC and the Clinical Chairs Committee. There will also be a presentation to the CPSO on September 11, 2012. The surveys have been instrumental in informing guidelines and new services/products for clinical fellows at UofT.
- **Guidelines for Performance Assessment and Management of Deficiencies in Clinical Fellowships, Including Termination and Appeals**

Working in dedicated sub-groups, the FEAC developed draft guidelines which, after additional input by committee members over the summer, will be referred to legal counsel for scrutiny before final FEAC review on October 2, 2012. The guidelines will be referred in final form to the Vice Dean PGME for approval and presentation to the Clinical Chairs Committee.
- **Physician Credentials Registry of Canada (PCRC): Impact on Clinical Fellows**

In August 2011, the CPSO began requiring international medical graduates applying for licensure to have the PCRC source verify their medical degree. The requirement retroactively included those with applications in process. The FEAC sought to fulfill a positive advocacy role on behalf of clinical fellows at UofT by corresponding with the CPSO Registrar, seeking special consideration for non-Canadian clinical fellows who would overwhelmingly be one-time users of the registry and for whom the added expense would seriously strain limited resources.
- **Royal College Areas of Focused Competence (Diploma) Programs**

The FEAC continued to monitor the Royal College's rollout of AFC (Diploma) programs, including review and discussion of the Royal College's draft "C" Standards for AFC (Diploma) programs and its proposed pilot accreditation process. The FEAC approved a tabular update on the status of AFC (Diploma) programs that had entered or completed the national consultation process. By May 29, 2012, the update was recording the progress of 10 AFC (Diploma) programs.
- **Approval of FEAC Guidelines for the Remuneration of Clinical Fellows**

With the support of Dean Catharine Whiteside, and following presentations by Dr. Spadafora, Vice Dean PGME, the FEAC's recommended guidelines for the remuneration of clinical fellows were approved by HUEC, the Dean's Full Executive Committee and the Clinical Chairs Committee. Dr. Spadafora officially informed the Vice Presidents of Education of UofT affiliated hospitals, Clinical Chairs and Program Directors of the guidelines on November 25, 2011. The guidelines have been posted on the PGME Office website.
- **Facebook Forum for Clinical Fellows**

The FEAC's recommendation that UofT clinical fellows have access to an online forum to facilitate exchange of information and networking across programs became a reality

on Facebook in 2011-12. Over 230 clinical fellows now participate in the “University of Toronto PGME Fellowship Forum” on Facebook.

Future Directions

Representatives of the FEAC will be meeting with the CPSO on September 11, 2012, to present the findings of the *2012 Survey of University of Toronto Clinical Fellows*.

At its meeting of October 2, 2012, the FEAC will review progress made since its inception in 2009, and review the FEAC Terms of Reference.

Subject to the revision of its Terms of Reference, the FEAC will continue to see through to fulfilment its ongoing initiatives, respond to new developments affecting clinical fellows at UofT, and realize recommendations of the Fellowship Working Group.

Potential tasks for the FEAC include:

- Developing a clarifying statement on workplace safety issues (including WSIB coverage) for clinical fellows, for posting on the PGME Office website.
- Creating a template for recommended educational content in Departmental letters of offer to prospective clinical fellows.
- Promoting a standard approach to program entry by establishing a common definition of a clinical fellow and attaching it to a statement of basic eligibility requirements for program entry. This text would appear on the PGME Office website with links to departmental clinical fellowship websites. The text would also include a reference to cross-departmental fellowships and a link to the standard form for cross-departmental fellowships developed by the FEAC.

Acknowledgements

I believe this report summarizes comprehensively the progress we have made on a number of issues involving clinical fellowships over the past academic year.

As Chair of the FEAC, I would like to express my personal gratitude to the committee members for their active involvement in the work of the FEAC. Committee meetings are regularly distinguished by a high rate of attendance. I must also sincerely thank Dr. Salvatore Spadafora, Vice Dean PGME, for making a personal priority of supporting the committee’s work and advancing its initiatives for clinical fellows. My acknowledgements would be incomplete without thanking the PGME Office members of the FEAC – Caroline Abrahams, Jessica Fillion, John Kerr and Loreta Muharuma – for their efforts to make the FEAC’s meetings as productive as possible.

Sincerely,

David Latter, MD, CM, FRCSC, FACS
Chair, Fellowship Education Advisory Committee

APPENDIX

FELLOWSHIP EDUCATION ADVISORY COMMITTEE MEMBERSHIP 2011-12

Chair

Dr. David Latter

Standing Members

Medicine Dr. Jeannette Goguen
Paediatrics Dr. Rayfel Schneider
Surgery Dr. David Latter

Rotating Members

Obstetrics & Gynaecology Dr. Cynthia Maxwell
Ophthalmology Dr. David Wong
Psychiatry Dr. Brenda Toner
Radiation Oncology Dr. Charles Catton

Extraordinary Member

Family Medicine Dr. Roy Wyman

Affiliated Hospitals – HUEC

The Hospital for Sick Children Dr. Jonathan Kronick
Centre for Addiction and Mental Health Dr. Benoit Mulsant

Clinical Fellows

Dr. Kaleem Ashraf Dr. Karen Gómez Hernández

Associate Dean PGME (Admissions and Evaluation)

Dr. Glen Bandiera

Ex-Officio

University Health Network Shannon Spencer

PGME Office

Caroline Abrahams Loreta Muharuma
Jessica Filion John Kerr