

Fellowship Education Advisory Committee 2014-15 Academic Session Report

Overview

The Fellowship Education Advisory Committee (FEAC) was established in 2009 as a source of advice to the Vice Dean PGME on the oversight of clinical fellowship training and the management of fellowship issues. The committee's creation was a key recommendation of the Fellowship Working Group in its report, *Raising the Bar* (September 2009). The first meeting of the FEAC took place on October 29, 2009.

The committee meets quarterly under the direction of the Chair, Dr. David Latter. The terms of reference, as well as the agenda and minutes of FEAC meetings, are publicly accessible through the PGME website at <http://www.pgme.utoronto.ca/content/fellowship-education-advisory-committee>. For further details regarding these items, John Kerr of the PGME Office can be reached by email at john.kerr@utoronto.ca.

Membership ¹

Dr. David Latter has chaired the FEAC since its inception in 2009. In 2014-15, the FEAC consisted of 19 members, including: the Vice Dean PGME; the Associate Dean PGME (Admissions and Evaluation); the Director PGME Educational Development; standing members from the Departments of Medicine, Paediatrics, Surgery, and Family & Community Medicine; rotating members from three other postgraduate medical departments; two members representing University of Toronto affiliated hospitals / the Hospital University Education Committee (HUEC); and a clinical fellow. The term of 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. The FEAC includes the University Health Network's Fellowship Coordinator of the as an ex-officio member. PGME Office personnel provide administrative support.

Meetings

The FEAC's meetings in 2014-15 took place on October 7, 2014; November 25, 2014; April 7, 2015; and June 16, 2015. Agenda items included: Workplace Safety and Insurance Board (WSIB) coverage for clinical fellows, source verification of medical degrees, a follow up survey of UofT clinical fellow alumni, the Royal College's Specialist Examination Affiliate Program (SEAP), UofT applications for accreditation as Areas of Focused Competence (AFC) programs, clinical fellowship offer letters, and the first annual review of the *Guidelines for Educational Responsibilities in Clinical Fellowships*.

Communications

The FEAC promotes transparency in its work by making its meeting agendas and minutes, as well as other materials such as its membership information, meeting schedule, annual reports, and terms of reference, publicly accessible through the FEAC website at <http://www.pgme.utoronto.ca/content/fellowship-education-advisory-committee>.

The FEAC's report on WSIB coverage for clinical fellows was presented to the Hospital University Education Committee (HUEC) at its meeting of September 24, 2014 and to the

¹ See appendix (page 4) for list of 2014-15 FEAC membership.

Postgraduate Medical Education Advisory Committee (PGMEAC) at its meeting of September 27, 2014.

Dr. Spadafora, Vice Dean PGME, presented the FEAC's 2013-14 Academic Session Report to the Clinical Chairs Committee at its meeting of November 12, 2014.

The FEAC began a series of one-page "Fellowship Notes" in 2014-15 to improve awareness of fellowship issues and support the work of program administrators by offering practical information in a concise format on key subjects. The first two "Notes" focused on source verification of medical degrees and the registration timeline for new clinical fellows. The notes were sent to Program Directors, administrators and new clinical fellowship appointees.

Selected Highlights

- **2015 Follow Up Survey of University of Toronto Clinical Fellow Alumni**
The survey was designed to get perspectives on the clinical fellowship experience from clinical fellow alumni who had progressed in their career since training at UofT. The survey followed up on previous surveys of UofT clinical fellows that the FEAC had administered every two years since 2008. Preliminary survey findings attached global merit to clinical fellowship training and linked clinical fellowship at UofT with hard outcomes such as the academic advancement of clinical fellow alumni. Survey results are being developed into a paper with a view to publication.
- **Clinical Fellowship Offer Letters: Guidelines and Exemplars**
The FEAC updated its 2013 collection of exemplars gathered from offer letters in use across postgraduate medical departments. As well as the collection of updated exemplars, the document includes essential statements for clinical fellowship offer letters, as identified by legal counsel. Through this reference work, the FEAC seeks to help fellowship programs in their preparation of offer letters, giving them the option to select or adapt text to best meet the needs of the individual offer. The *Guidelines and Exemplars* will be distributed to Clinical Chairs, Fellowship Program Directors and administrators, and be made accessible through the PGME website.
- **First Annual Review: Guidelines for Educational Responsibilities in Clinical Fellowships**
In June 2014, with significant input from legal counsel, the FEAC finalized *Guidelines for Educational Responsibilities in Clinical Fellowships*. The FEAC reviewed the guidelines one year later, to assess their effectiveness in supporting the resolution of serious educational issues in clinical fellowships. The committee did not recommend changes but recognized the need for vigilance to ensure the guidelines remain a practical resource for fellowship programs, fair to educators and clinical fellows.
- **Application for Accreditation of an Area of Focused Competence (Diploma) Program in Cytopathology at UofT**
The Royal College introduced Areas of Focused Competence (Diploma) Programs as a category of discipline recognition in 2012. With the recognition of fellowship disciplines as Areas of Focused Competence, clinical fellowship programs at UofT have begun seeking Royal College accreditation in this category. Following a UofT approval process developed in 2013, the FEAC reviewed the application for an accredited AFC program in Cytopathology at UofT. The FEAC's review supports the Vice Dean PGME, who must approve the application, by ensuring that the application satisfies the Royal College's 'C' standards with appropriate rigour and detail. The Royal College's Areas of Focused Competence - Accreditation Committee (AFC-AC) will consider the UofT Cytopathology application in fall 2015.

- **Royal College Subspecialty Examination Affiliate Program (SEAP)**
In 2014, the Royal College announced the Subspecialty Examination Affiliate Program (SEAP), to facilitate a pathway for subspecialists practising in Canada, without Royal College certification, to challenge the Royal College's subspecialist certification examinations. The SEAP will affect internationally-trained doctors enrolled in clinical fellowships that duplicate subspecialty residency training. The FEAC communicated its concerns in writing to the Royal College regarding the development and rollout of the SEAP pilot program in 2015.

Looking Ahead

- The FEAC will review and approve a comprehensive, up-to-date catalogue of clinical fellowships offered at the University of Toronto, recording the diversity and extent of clinical fellowship options.
- The FEAC will conduct its regular survey of University of Toronto clinical fellows in early 2016, and build on its accumulated survey data, including the recent survey of clinical fellow alumni, to prepare a paper for possible publication.
- The FEAC will issue a report on the current state of clinical fellowship training at the University of Toronto, providing an up-to-date overview of established standards in program entry, offer letters, educational goals and objectives, evaluation, and completion of training recognition.
- The FEAC will continue to support the work of Fellowship Program Administrators by developing clinical fellowship-focused resource materials.

In addition, the FEAC will continue to respond to new developments affecting clinical fellows and advise the Vice Dean Post MD Education on fellowship issues as they arise.

Acknowledgements

This report summarizes the FEAC's work during 2014-15, as the committee consolidated progress on complex issues, sought feedback from clinical fellow alumni, offered enhanced support to programs and administrators, and responded to Royal College initiatives affecting clinical fellows.

As Chair of the FEAC, I am grateful to the FEAC membership for their contributions throughout our meetings in 2014-15. I would also like to thank Dr. Salvatore Spadafora, Vice Dean PGME, and Dr. Glen Bandiera, Acting Vice Dean PGME/Associate Dean (Admissions and Evaluation), for their commitment and responsiveness to FEAC recommendations.

Lastly, I would like to acknowledge the PGME Office personnel – Caroline Abrahams, Jessica Fillion, John Kerr, Maureen Morris and Loreta Muharuma – whose work in support of the committee have helped to make the FEAC an effective advisory body.

Sincerely,

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

APPENDIX

FELLOWSHIP EDUCATION ADVISORY COMMITTEE MEMBERSHIP 2014-15

Chair

Dr. David Latter

Vice Dean PGME

Dr. Salvatore M. Spadafora

Acting Vice Dean PGME / Associate Dean PGME (Admissions and Evaluation)

Dr. Glen Bandiera

Director PGME Educational Development

Dr. Linda Probyn

Standing Members

<i>Medicine</i>	Dr. Jeannette Goguen
<i>Paediatrics</i>	Dr. Rayfel Schneider
<i>Surgery</i>	Dr. David Latter
<i>Family & Community Medicine</i>	Dr. Julia Alleyne

Rotating Members

<i>Anaesthesia</i>	Dr. Doreen Yee
<i>Obstetrics & Gynaecology</i>	Dr. Cynthia Maxwell
<i>Psychiatry</i>	Dr. Arun Ravindran

Affiliated Hospitals – HUEC

<i>St. Michael's Hospital</i>	Dr. Julie Maggi
<i>The Hospital for Sick Children</i>	Dr. Jonathan Kronick

Clinical Fellow

Dr. Astrid Haenecour

Ex-Officio

<i>University Health Network</i>	Shannon Spencer
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PGME Office

Caroline Abrahams	Jessica Filion
John Kerr	Maureen Morris
Loreta Muharuma	