

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 PGME on the oversight of clinical fellowship training and the management of fellowship issues.

The FEAC gathers information across postgraduate medical departments, surveying programs for best practices and administering a biennial survey of clinical fellows, as a basis for promoting standardized procedures, drafting guidelines, and developing policy recommendations related to the management of clinical fellowships.

2. *Mandate*

The FEAC is tasked by the Vice Dean PGME to provide advice, identify best practices, develop guidelines and policy recommendations, and, where appropriate, act under the direction of the Vice Dean PGME regarding 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 deficiencies in clinical fellowships, including termination and appeals
- completion of clinical fellowship training certificates
- Royal College Areas of Focused Competence (diploma) programs
- other issues, as identified by the Vice Dean PGME

3. *Reporting Structure*

The FEAC reports through its Chair to the Vice Dean PGME. The Chair submits an annual report to the Vice Dean PGME.

4. Membership

The Vice Dean PGME is a member of the FEAC. The Chair and members are appointed by the Vice Dean PGME, 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
- PGME Office

Ex officio members may include fellowship coordinators/administrators of University of Toronto affiliated teaching hospitals.

The Chair or Vice Dean PGME may invite ad hoc members to attend particular meetings and provide advice on a particular topic or agenda item.

Clinical fellow members serve a one-year term, renewable up to three years. All other members serve a two-year term, with the exception of standing members from the Departments of Medicine, Paediatrics and Surgery, and standing members from the PGME Office who provide administrative support to the committee.

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 PGME. 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. Invited guests do not participate in the formulation of advice or recommendations to the Vice Dean PGME unless invited to do so by the Vice Dean PGME.

The Chair will ensure that the mandate, membership, activities, Terms of Reference, and relevance of the FEAC are reviewed every three years to ensure that the FEAC continues to meet ongoing needs.

The Terms of Reference for the committee are modified or revised with the input and advice of the FEAC, and must be approved by the Vice Dean PGME.