

# Fellowship Education Advisory Committee 2016-17 Academic Session Report

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## Overview

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 the applications of University of Toronto clinical fellowships for Royal College accreditation as Areas of Focused Competence (AFC) diploma programs.

The committee meets quarterly under the direction of the Chair, Dr. Rayfel Schneider. The terms of reference, as well as agendas and minutes of FEAC meetings, are publicly accessible through the PGME website at <http://pg.postmd.utoronto.ca/about-pgme/boards-committees/>. For further details, please contact John Kerr of Postgraduate Medical Education (PGME) by email at [john.kerr@utoronto.ca](mailto:john.kerr@utoronto.ca).

## Membership <sup>1</sup>

Dr. Rayfel Schneider has been the FEAC Chair since July 1, 2016, succeeding Dr. David Latter who chaired the FEAC from 2009 to 2016. For the 2016-17 academic session, the FEAC consisted of 14 members, including: the Vice Dean Post MD Education; the Associate Dean Postgraduate Medical Education (PGME); the Director PGME (Admissions and Evaluation); standing members from the Departments of Medicine, Paediatrics, Surgery, and Family & Community Medicine; rotating members from four other postgraduate medical departments; two members representing University of Toronto affiliated teaching hospitals/the Hospital University Education Committee (HUEC); plus a clinical fellow. The term of rotating members is two years, renewable up to a maximum of six years. Clinical fellows serve on an annual basis, but may renew their membership twice. Ex officio members may include PGME staff as well as fellowship coordinators/administrators of academic departments and/or University of Toronto affiliated teaching hospitals.

## Meetings

The FEAC's four meetings for 2016-17 took place on October 26, 2016; December 7, 2016; March 22, 2017; and June 15, 2017. Agenda items included: billing for services rendered by clinical fellows; implementation of an online research ethics module for clinical fellows; the evaluation of clinical fellows; the Electronic Travel Authorization (eTA) requirement of Immigration, Refugees and Citizenship Canada (IRCC) for foreign nationals in Canada, clinical fellowship offer letters; an online application system for clinical fellows, annual review of the *Guidelines for Educational Responsibilities in Clinical Fellowships*, and continued tracking of the Royal College's Areas of Focused Competence (AFC-diploma) programs and Subspecialty Examination Affiliate Program (SEAP) initiatives for clinical fellows.

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<sup>1</sup> See appendix (page 4) for a list of 2016-17 FEAC membership.

## Communications

The FEAC promotes transparency in its work by making its meeting agendas and minutes, as well as other materials such as membership information, schedule of meetings, annual reports and terms of reference, publicly accessible through the FEAC website at <http://pg.postmd.utoronto.ca/about-pgme/boards-committees/feac-meeting-materials/>.

*Answering the Challenge 2009-2016*, a retrospective account of FEAC activities and achievements since the committee's inception in 2009 and an acknowledgement of future priorities and challenges, was published online in November 2016 ([http://pg.postmd.utoronto.ca/wp-content/uploads/2016/11/FEAC\\_Report\\_v3\\_14-Nov-16\\_web.pdf](http://pg.postmd.utoronto.ca/wp-content/uploads/2016/11/FEAC_Report_v3_14-Nov-16_web.pdf)).

Following FEAC review and discussion, Dr. Schneider, as Chair of the FEAC, and Dr. Spadafora, as Vice Dean Post MD Education, jointly issued clarifying communications to a wide range of stakeholders in the Faculty of Medicine and University-affiliated teaching hospitals about billing for services rendered by clinical fellows (November 4, 2016). A comprehensive account of the University's role in clinical fellowship education was also issued to these stakeholders (May 24, 2017). *The Role of the University in Clinical Fellowship Education* is accessible online at <http://pg.postmd.utoronto.ca/clinical-fellowship-education-universitys-role/>.

## Selected Highlights

- ***Billing for Services Rendered by Clinical Fellows***  
On October 4, 2016, the Ontario Medical Association (OMA) informed its membership that the Ministry of Health and Long-Term Care (MOHLTC) had decided supervising physicians could not bill OHIP for services rendered by Clinical Fellows in training. An interim solution was later found which would allow supervising physicians to treat clinical fellows like residents for billing purposes. Further to FEAC review of the issue, a clarifying memorandum was issued to stakeholders. Recognizing a need to educate stakeholders about learners and responsibilities, the FEAC supported issuing a comprehensive clarifying document, *The Role of the University in Clinical Fellowship Education*, to the recipients of the earlier memorandum.
- ***Implementation of Online Research Ethics Module for Clinical Fellows***  
Clinical fellowship training often involves a research component, with the clinical fellow expected to participate in the writing of peer-reviewed publications and/or be involved in studies with researchers at the University-affiliated hospital site. An online research ethics module initially developed for use by registrants in the Clinician Investigator Program (CIP) was adapted and launched in February 2017 for independent access by clinical fellows. The module is meant to promote awareness among clinical fellows of skills critical to the clinical investigator.
- ***Evaluation of Clinical Fellows***  
The FEAC reviewed the evaluation of clinical fellows with the aim of encouraging the standardized online recording of evaluation data and recommending best practices in evaluation. The review has led to a number of initiatives, including: implementation of a fully electronic Pre-Entry Assessment Program (PEAP) final assessment form to replace the paper form in use since 2003; development of a dedicated webpage that will offer centralized access to evaluation resources for program administrators, including best practices; and an interactive resource to help programs standardize their online evaluation of research/scholarly activity by clinical fellows.

- **Clinical Fellowship Offer Letters**

The FEAC reviewed a draft update of the *Clinical Fellowship Offer Letters: Guidelines and Exemplars*, a reference work from which clinical fellowship programs could pick and choose text appropriate to their respective needs when composing offer letters. The 2017 version of this reference work enlarged on its 2015 predecessor by including additional text about evaluation and about access to Royal College accredited training for clinical fellows.

- **Royal College Accredited Training for Clinical Fellows**

The Royal College continues to expand the reach of its new categories of recognition for clinical fellows. The Areas of Focused Competence (AFC) diploma program is home to an increasing number of recognized AFC disciplines and accredited AFC programs. The Subspecialty Examination Affiliate Program (SEAP) includes an expanded number of eligible subspecialties for clinical fellow enrolment. The FEAC continued to track the increasing opportunities for Royal College recognition of clinical fellowship training. The FEAC recognizes that its review of applications by University of Toronto fellowships for accreditation as AFC diploma programs will become a growing responsibility.

## Looking Ahead

- The FEAC will continue to promote standardized documentation of evaluation in clinical fellowships through implementation and development of online supports for programs.
- In 2018, the FEAC will implement its biennial survey of clinical fellows at the University of Toronto, to assess priority areas of committee focus for the improvement of clinical fellowship experience.
- The FEAC will focus on wellness issues for clinical fellows and consider initiatives to support in this area.

The FEAC will remain responsive to new developments and issues affecting clinical fellows, will continue to seek input from FEAC members on agenda items, and will advise the Vice Dean Post MD Education as appropriate during the course of the academic session.

## Acknowledgements

This report summarizes the FEAC's work during 2016-17, as the committee continued to support the resolution of complex issues, developed improved resources for programs and administrators and fellows, and responded to Royal College initiatives affecting clinical fellows.

I am grateful to the committee's membership for their contributions in person at meetings and by email throughout the academic session. I would like to thank Dr. Spadafora, Vice Dean Post MD Education, for his unwavering interest in the work of the FEAC and his responsiveness to the committee's recommendations.

I would also like to acknowledge the efforts of PGME staff – Caroline Abrahams, Jessica Filion, John Kerr, Maureen Morris and Loreta Muharuma – whose work in support of the committee continues to help the FEAC to fulfil its mandate. I would like to commend John Kerr in particular, for his outstanding initiative, drive and steadfast support for the work of the committee.

Sincerely,

Rayfel Schneider, MBBCh, FRCPC  
Chair, Fellowship Education Advisory Committee

## **APPENDIX**

### **FELLOWSHIP EDUCATION ADVISORY COMMITTEE MEMBERSHIP 2016-17**

#### ***Chair***

Dr. Rayfel Schneider

#### ***Vice Dean Post MD Education***

Dr. Salvatore M. Spadafora

#### ***Associate Dean PGME***

Dr. Glen Bandiera

#### ***Director PGME (Admissions and Evaluation)***

Dr. Linda Probyn

#### ***Standing Members***

<i>Medicine</i>	Dr. Cheryl Jaigobin
<i>Paediatrics</i>	Dr. Rayfel Schneider
<i>Surgery</i>	Dr. Helen MacRae
<i>Family &amp; Community Medicine</i>	Dr. Julia Alleyne

#### ***Rotating Members***

<i>Anaesthesia</i>	Dr. Doreen Yee
<i>Ophthalmology</i>	Dr. Asim Ali
<i>Psychiatry</i>	Dr. Arun Ravindran
<i>Radiation Oncology</i>	Dr. Peter Chung

#### ***Affiliated Hospitals – HUEC***

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

#### ***Clinical Fellow***

Dr. Andrea Simpson

#### ***Ex-Officio***

<i>University Health Network</i>	Dalia AlMouaswas
<i>Program Administrator</i>	Ashley Bedard
	PGME Staff