

## Application and Appointment Process Checklist

### Clinical Fellows & Research Fellows

#### **Intake:**

- Applicant contacts the training program and/or intended supervising physician for information
- Applicant interviewed and meets eligibility requirements for Fellowship training
- Applicant or supervising physician's office\* instructed by Program/Fellowship Director's office to obtain appropriate application package from DOM web portal (*Medicine Portal*)
  - Application package received\* by Program/Fellowship Director's office either from supervising physician's office or from applicant directly
  - Documents reviewed for completeness - Follow up by supervising physician's office or Fellowship Director's office with applicant for missing documents as required
  - Missing documents received
  - Request for appointment plus application documents submitted by Division Fellowship/Program Director's office to the Department of Medicine central office (*see page 4 for outline of internal U of T process*)
- Program/Fellowship Director requests Hospital appointment (*contact relevant Hospital Medical education office for information – list of offices attached*)
- PEAP packages received by Program/Fellowship Director's office from Department Central Office approx 1 month in advance of scheduled assessment period
  - PEAP package forwarded to supervising physician's office with instructions that supervising physician arranges assessment process and instructions re returning completed reports
- International applicant applies for work permit (*see page 3 for outline of internal U of T process*)
  - Work permit finalized – check with applicant
  - Fellow arrives in Toronto

\* *Divisional Fellowship offices determine their internal process for applicant intake, e.g., whether to deal directly with applicants or to involve the supervising physician's office, and so on.*

#### **Registration:**

- CPSO and CMPA coverage obtained - *if confirmation is required, check with applicant*
- Fellow registered on-line with U of T, Faculty of Medicine, PGME Office - *if confirmation is required, check with applicant*
- International Fellows and Fellows from out of province visit PGME Office to purchase UHIP, and for advice on applying for OHIP and a SIN number (500 University Ave, Suite 602)

## FELLOWSHIP PROGRAMS

- Fellow has checked in with the hospital Medical Education office for instructions on accessing EPR and the library, for an ID badge and lab coat (*list of offices attached*)
- Fellow paid by the Division/Hospital has contacted the hospital Business Office with their SIN # and bank account info (visa-trainees contact HRDC 1-800-206-7218 for SIN #) - *if confirmation is required, check with applicant*

### **Assessments & Training:**

- Research Fellow begins training
- Clinical Fellow exempt from PEAP begins training
- IMG Clinical Fellow begins PEAP (unless exempted)
  - o Blank PEAP reports received from Department central office and forwarded to supervising physician's office
  - o PEAP reports completed, received and signed off by Program/Fellowship Director
  - o PEAP reports submitted to Department of Medicine central office
  - o Fellow passed PEAP – CPSO PEAP licence converted & training begins (check with Fellow or CPSO 416.967.2617 ext 221 or online [www.cpso.on.ca](http://www.cpso.on.ca) / Doctor Search
  - o Failed PEAP – refer to exit process instructions in PEAP Guide
- Changes in training and/or supervisor reported to Department of Medicine central office (*email [st.wilder@utoronto.ca](mailto:st.wilder@utoronto.ca) or tele 416.978.6453*)
- POWER evaluation reports completed (*POWER rotations for Clinical and Research Fellows entered and assigned by Department of Medicine central office 416.978.6453*)

### **Completion of Training:**

- Fellow completes training early and notifies Department central office in writing (*email [st.wilder@utoronto.ca](mailto:st.wilder@utoronto.ca) or tele 416.978.6453*)
- Fellow completes training as scheduled
- Fellow submits *Request for Certificate* form to Department of Medicine central office just prior to completion of training program (*download from DOM website <http://www.deptmedicine.utoronto.ca> under Postgraduate Studies, Clinical & Research Fellowship Programs*)
  - o Fellow confirms forwarding address if changing location on completion of training – Department notified of address change

### **RE-Appointment:**

- Fellowship to be extended beyond initial appointment period
  - o Visa Fellow applies for re-appointment (4 to 5 months in advance)
  - o Canadian Fellow applies (2 months in advance)
  - o Visa Fellow appeals\* for extension of training beyond 3 years
  - o IMG Fellow appeals\* for extension of training beyond 3 years

## FELLOWSHIP PROGRAMS

\* *NOTE re appeals for extension beyond 3 years - deadline for appeals for extensions beyond 36 months announced twice annually by Department central office*

- Fellow or supervising physician's office instructed by Division Program/Fellowship Director's office to obtain appropriate application package from DOM web portal
  - Application package received by Program/Fellowship Director's office
  - Documents reviewed for completeness - Follow up with applicant for missing documents as required
  - Missing documents received
  - Request for re-appointment plus application documents submitted by Division Program/Fellowship Director's office to Department of Medicine central office
- Program/Fellowship Director requests Hospital re-appointment (*contact relevant Hospital Medical education office for information*)
- International applicant has renewed work permit - *if confirmation is required, check with applicant*
- Fellow renewed CPSO licence and CMPA coverage - *if confirmation is required, check with applicant*
- Fellow registered with U of T, Faculty of Medicine, PGME Office - *if confirmation is required, check with applicant*

Hospital	Medical Education Office Contact	Number to call
• Mount Sinai Hospital	Shamim Ladak	416.586.5989
• St. Michael's Hospital	Bryan Abankwah	416. 864.6060 ext 2767
• Sunnybrook Health Sciences Centre	Bernice Baumgart	416.480.4028
• University Health Network (TGH, TWH, PMH)	Shannon Spencer	416.340.4100

University of Toronto, Faculty of Medicine, Postgraduate Medical Education Office's  
Internal Appointment Process

*The following is for your information only. Please **do not call the PGME office to confirm whether any of these steps in the process have been initiated/complete.***

*Due to the volume of applications, the PGME office cannot routinely verify the following for Divisional offices. The PGME office will contact the Department central office with problems or concerns regarding applications and the Department will contact the Divisional office. Where no problems occur, the Divisional office or supervising physician should contact the applicant directly regarding the work permit, registration, CPSO licence, etc., for status update.*

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On receipt of a complete application documents for eligible candidates, the DOM Director of Postgraduate Programs requests the trainee's appointment to the U of T, Faculty of Medicine in a letter addressed to the Vice Dean, Postgraduate Medical Education. The request and supporting documentation is forwarded to the PGME Office.

Prior to final approval by the Vice Dean of all applications, PGME obtains a letter of eligibility from the College of Physicians and Surgeons of Ontario (CPSO) that confirms the appointee's eligibility for a Certificate of Registration for Postgraduate Education.

For Visa Trainees, PGME requests the approval of the Ontario Ministry of Health & Long-Term Care (MOHLTC) for a Work Permit (takes approx. 30-40 days to acquire)  
*(NOTE: MOHLTC will approve **Clinical Fellowship** appointments for a maximum of 36 months. Extensions beyond this limit require an appeal, and appropriate application packages are available on the DOM web portal.)*

MOHLTC Process:

1. MOHLTC notifies Human Resources and Social Development Canada (HRSDC) of its approval. MOHLTC can require two weeks to process an application.
2. HRSDC issues a positive labour market opinion which supports the offer of employment to the trainee. HRSDC makes the file available to the appropriate Canadian Visa Office (the Case Processing Centre in Vegreville, Alberta, for all renewals). HRSDC normally issues the labour market opinion within two to three weeks of receiving MOHLTC approval.

PGME issues a "Confirmation of Offer of Employment" letter for the trainee.

If the appointment is approved by Vice Dean, the Faculty PGME Office forwards registration and immunization information along with Letter of Appointment (*LOA*) to applicant, and the Letter of Employment, a copy of the HRSDC labour market opinion and instructions/ advice on applying for a work permit application.

Applicants signs and return the LOA to PGMEO.

PGMEO faxes the signed back LOA to the CPSO.