

POLICIES, GUIDELINES & PROCEDURES

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Guidelines for Fellowships

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Office of Administrative Responsibility:	Postgraduate Medical Education
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Scope:	Fellows (Clinical, AFC Diploma, Clinical Research, Research) (Non-sponsored)
Classification:	Fellowship Training

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1. Introduction

All trainees in postgraduate medical fellowships offered by the Faculty of Medicine & Dentistry (Faculty), at the University of Alberta (the University) are registered by the Postgraduate Medical Education Office (PME).

The PME has developed these guidelines to govern fellowships. The goal is to ensure that fellows can access appropriate educational experiences in a positive learning environment where they are treated fairly and with respect.

Fellowships may start on January 1st, April 1st, July 1st or October 1st. Required documentation must be received by PME a minimum 3 months prior to the start of the fellowship for trainees with Canadian citizenship or permanent resident status. Documents must be received by PME a minimum of 6 months in advance for trainees who will require a work permit.

These guidelines apply to the following categories of fellows as further described in Section 2 below: Clinical Fellow, Royal College of Physicians and Surgeons of Canada (RCPSC) Area of Focused Competence (AFC) Diploma Fellow, Clinical Research Fellow, and Research Fellow.

These guidelines are not applicable to sponsored trainees in postgraduate medical training. Please refer to Guidelines for Sponsored Trainees.

These guidelines are also not applicable to postgraduate training overseen by Dentistry departments.

2. Categories of Fellows

2.1. Clinical Fellow

- 2.1.1. A trainee who has completed Canadian specialty training requirements and is pursuing clinical training within the specialty beyond the requirements for specialty or subspecialty certification, or
- 2.1.2. A trainee in subspecialty training who is ineligible for RCPSC certification because the previous specialty training is not accredited by the RCPSC, or
- 2.1.3. A trainee who is registered for the purpose of obtaining specific experience in a specialty or subspecialty which is not currently accredited by the RCPSC, or
- 2.1.4. A trainee with a PhD degree (applies to Department of Laboratory Medicine & Pathology only)

2.2. Area of Focused Competence Diploma Fellow

- 2.2.1. A trainee who is registered in an RCPSC accredited AFC Diploma program at the University of Alberta.
- 2.2.2. All trainees must meet Royal College of Physicians and Surgeons eligibility requirements.

2.3. Clinical Research Fellow

- 2.3.1. A trainee whose training primarily consists of clinical research involving interactions with patients.

- 2.3.2. A trainee who has completed Canadian specialty training requirements and is pursuing clinical research training.
 - 2.4. Research Fellow
 - 2.4.1. A trainee who is only doing research that does not involve any patients or patient-related data.
- 3. **Program Organization and Oversight**
 - 3.1. A fellowship program must be overseen by a Division or Department within the Faculty.
 - 3.2. There must be a fellowship director to oversee the organization, administration, and operation of the fellowship training.
 - 3.2.1. The fellowship director must have an official affiliation with the University through their respective Department.
 - 3.2.2. The fellowship director may be the same person as the educational supervisor.
- 4. **Fellowship Funding and Benefits**
 - 4.1. Fellowships without salary or funding are not permitted.
 - 4.2. The PME Office does not provide salary, administrative or operational funding for fellowship programs.
 - 4.3. All fellowships must include salary sufficient to cover the estimated basic cost of living in Edmonton.
 - 4.4. Fellowships may be funded from a variety of sources including agencies and societies pertaining to the area of training.
 - 4.5. Fellows are not included in the collective agreement with the Professional Association of Resident Physicians of Alberta (PARA).
 - 4.5.1. While fellows are not part of the PARA agreement, PME recommends that programs provide allowance for sick leave and vacation similar to PARA agreement.
 - 4.5.2. Leaves during fellowship are not funded and fellowships may not be extended for these leaves. Extensions are at the discretion of the Educational Supervisor and PME Office.
 - 4.5.3. Fellows are not entitled to personal days.
- 5. **Program Information and Application Process**
 - 5.1. The program must clearly outline requirements and deadlines for fellowship application on the program website.
 - 5.2. For international applicants, the program must indicate that a work permit is required before the fellowship can begin, and provide the link to the Canada Immigration website.
 - 5.3. For Clinical, Clinical Research and AFC Diploma fellows (with the exception of Clinical Fellows with a PhD degree), the program must indicate that provincial

licensure with the College of Physicians and Surgeons of Alberta (CPSA) is required before fellowship can begin, and provide information on licensure requirement and the link to the CPSA.

- 5.4. The PME requirement for English language proficiency must be clearly specified on the website, and provide the link to the relevant website.
- 5.5. The program should have a formalized and structured application process.
 - 5.5.1. All correspondence between the program and the applicant should be in writing.

6. Fellow Selection

- 6.1. The program should have a formalized, structured and transparent selection process.
- 6.2. Detailed criteria for fellowship selection (file review, interview requirement and format) should be posted on the program website.

7. Fellow Offer Process

- 7.1. After the program has completed the selection process, a Letter of Offer can be sent by the Division/Department to the selected candidate.
 - 7.1.1. The Letter of Offer is not an official contract or letter of employment, and is contingent upon review and approval of the Associate Dean, PME.
 - 7.1.2. The Letter of Offer must be prepared on Division/Department letterhead, using the "Letter of Offer" template provided by the PME Office.
 - 7.1.2.1. It must include the category of fellowship being offered.
 - 7.1.2.2. It must include the name of the supervisor.
 - 7.1.2.3. It must include the description of training.
 - 7.1.2.3.1. It must aim to meet the educational needs of the fellow, and should define the competencies to be achieved.
 - 7.1.2.3.2. It must indicate the training experiences needed for the attainment of the stated competencies, the expectations regarding academic productivity, call duties and service requirement.
 - 7.1.2.4. The Letter of Offer must indicate that the first three (3) months of training are on a probation basis, with a summative assessment at the end of the three months.
 - 7.1.2.4.1. The fellowship may be terminated by either party at any time until the end of the probation period in the event of unsatisfactory performance or if the fellow feels that the program is a poor fit for his/her learning needs.
 - 7.1.3. The PME Office, pgfellow@ualberta.ca, must be copied on the Letter of Offer
 - 7.1.4. The Letter of Offer must be signed by the fellowship director, the supervisor, the divisional director/department chair and the fellow.

- 7.2. The proposed fellowship as set out in the Letter of Offer is subject to review and approval of the Associate Dean, PME.
 - 7.2.1. The signed (by fellowship director, supervisor, divisional director/department chair, and fellow) Letter of Offer must be sent to the PME Office, along with a Fellow Registration Form completed by the Program. These documents must be received by PME a minimum 3 months prior to the start of the fellowship for trainees with Canadian citizenship or permanent resident status. Documents must be received by PME a minimum of 6 months in advance for trainees who will require a work permit.
 - 7.2.1.1. Fellowships that do not adhere to the timelines will result in a delayed fellowship start date.
 - 7.2.2. On receipt of the signed Letter of Offer by PME, and approval by the Associate Dean, PME, a Letter of Engagement and a PME Registration Form will be sent to the selected candidate.
 - 7.2.2.1. The Letter of Engagement from the PME Office is the official contract

8. Fellow Orientation

- 8.1. The program must have an orientation process for fellows.
 - 8.1.1. This should include components specific to the clinical and/or research training environment of the area of training.
 - 8.1.2. For international fellows, the orientation should include an introduction to the Canadian medical system.
 - 8.1.3. All fellows with clinical interaction as part of the training should be oriented to the local medical system. i.e. Medical charts/ Medical Records/ Electronic Medical Records/Netcare/clinical training sites.
 - 8.1.4. Fellows should be provided information on, and how to access guidelines and policies applicable to them.

9. Assessment and Appeals

- 9.1. The program must conduct regular in training assessments (e.g. at the end of the 3 month probationary period, every six months, and at the completion of training).
 - 9.1.1. Assessment of AFC Diploma fellows must adhere to the standards set out by the RCPSC.
- 9.2. The program should establish and maintain a process to notify fellows of identified deficiencies in a timely fashion.
- 9.3. The program must have a mechanism for appeal, and adhere to the PME Academic Appeals Policy.
- 9.4. The program must promptly inform the PME Office in writing of any decision for remediation or termination of fellowship training.

10. Harassment and Intimidation

- 10.1. The program must foster a positive learning environment in which the fellows are treated fairly with respect, in accordance with the University's Discrimination, Harassment and Duty to Accommodate Policy.

11. Change in Training Category

- 11.1. In the event that the category of fellowship changes during the course of training, the PME office must be promptly notified in writing.

12. Training Extension

- 12.1. Clinical fellowships are time-defined training programs with the usual length of time ranging from 3 months to 2 years.
- 12.2. A one-year extension for completion of educational requirements or attainment of competencies is allowed, provided that the total duration of fellowship training does not exceed two (2) years.
- 12.3. Requests for extension of training must be in writing, from the fellowship director in consultation with the supervisor, and sent to the PME office at least three (3) months prior to the proposed extension date.
 - 12.3.1. Late requests will be denied.
- 12.4. Written request for training extension must include the following:
 - 12.4.1. A description of the specific competencies to be attained during the training extension and the duration of the proposed extension.
 - 12.4.2. The fellow's assessment to date to reflect his/ her progress.
 - 12.4.3. The named supervisor for the extended period of training.
 - 12.4.4. A letter indicating the source of salary

13. Certificate of Completion of Training

- 13.1. The PME Office will issue certificates for fellows, signed by the Associate Dean, PME and co-signed by the supervisor, following satisfactory completion of the fellowship program.
- 13.2. Prior to issuance of the certificate, the program must submit a summary of the fellow's assessment to the PME Office.
 - 13.2.1. Summary submission should be at least four (4) weeks before the completion of training.
 - 13.2.1.1. Summary submission received less than four (4) weeks before the end of training may result in delayed issuance of certificate.
- 13.3. The certificate will be issued for the fellowship category as indicated in the Letter of Engagement, unless there has been a formal written notification of change in category of fellowship. (See Section 11).