

POLICIES, GUIDELINES & PROCEDURES

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Guidelines for Sponsored Trainees

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1. Introduction

Sponsored Postgraduate Medical Trainees are individuals undergoing postgraduate medical training in the Faculty of Medicine & Dentistry (Faculty), at the University of Alberta (the

University) who are sponsored by an agency/country or another province. The relation with the sponsor is recognized with a formal written agreement between the sponsor and the University. The terms of the respective agreement must be adhered to by the PME Office, the program, the respective Division/Department, and the trainee. The agreement may include a “Return of Service” requirement. The Associate Dean, PME has oversight of all sponsored trainees.

The PME has developed these guidelines for the governance of sponsored trainees during their training in the Faculty. The goal is to ensure that sponsored trainees can access appropriate educational experiences in a positive learning environment where they are treated fairly and with respect, while abiding by the terms of the formal written agreement.

These guidelines apply to any trainees in postgraduate medical training, who are formally sponsored by an agency/country, province other than Alberta, or territory. For sponsored trainees who are categorized as Residents as further described in Section 2.1 below, relevant Assessment and Remediation Guidelines for Time Based or Competency Based Medical Education (CBME) Programs also apply.

2. Categories of Sponsored Trainees

2.1. Resident

- 2.1.1. A trainee who is enrolled in an accredited Royal College of Physicians and Surgeons of Canada (RCPSC) specialty or subspecialty residency program, and eligible for RCPSC certification on completion of training.

2.2. Clinical Fellow

- 2.2.1. 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
- 2.2.2. A trainee who is enrolled in an accredited RCPSC subspecialty program, but who is ineligible for RCPSC certification because the previous specialty training is not accredited by RCPSC, or
- 2.2.3. A trainee who is registered for the purpose of obtaining specific experience in a specialty or subspecialty which is not currently recognized by the RCPSC, or for which there is no accredited program at the University.
- 2.1.1. A trainee with a PhD degree (applies to Department of Laboratory Medicine & Pathology only).

2.3. Area of Focused Competence (AFC) Diploma Fellow

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

2.4. Clinical Research Fellow

- 2.4.1. A trainee whose training primarily consists of clinical research which may involve interactions with patients.

- 2.5. Research Fellow
 - 2.5.1. A trainee who is only doing research that does not involve any interactions with patients or patient-related data.

3. Program Organization and Oversight

- 3.1. RCPSC Accredited Programs
 - 3.1.1. This includes specialty and subspecialty residency programs and AFC Diploma programs.
 - 3.1.2. All aspects of the program must meet Accreditation Standards defined by the RCPSC.
- 3.2. Fellowship Programs
 - 3.2.1. This includes any non accredited clinical fellowship programs, clinical research programs and research programs.
 - 3.2.2. The program must be overseen by a Division or a Department within the Faculty.
 - 3.2.3. There must be a fellowship director to oversee the organization, administration, and operation of the fellowship training.
 - 3.2.3.1. The fellowship director must have an official affiliation with the University through their respective Department.
 - 3.2.3.2. The fellowship director may be the same person as the educational supervisor.

4. Salary Funding and Benefits

- 4.1. Salary funding and benefits are negotiated as part of the formal written agreement.
 - 4.1.1. Sponsored trainees are not permitted to have supplemental salary funding above that stipulated in the written agreement.
- 4.2. Sponsored residents are included in the collective agreement with the Professional Association of Resident Physicians of Alberta (PARA) except for monetary provisions. (See current PARA agreement for details)
- 4.3. Sponsored fellows are not included in the collective agreement with PARA. Benefits may be offered by the sponsor and could include, but are not limited to, the following:
 - 4.3.1. Maternity/parental leaves as defined by the written sponsorship agreement.
 - 4.3.2. Personal days as defined by the written sponsorship agreement .
 - 4.3.3. Sick leave and vacation as defined by the written sponsorship agreement.

5. Program Information and Application Process

- 5.1. The program must clearly outline requirements and deadlines for residency or fellowship application on the program website.

- 5.2. For international applicants, the program must indicate that a Work Permit is required before the residency or fellowship can begin, and provide the link to the Canada Immigration website.
- 5.3. For Residents, 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 training 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. Trainee Selection

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

7. Trainee Offer Process

- 7.1. After the program has decided to accept a trainee, 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 by 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. For fellowships, it must include the category of fellowship being offered.
 - 7.1.2.2. For fellowships, it must include the name of the supervisor.
 - 7.1.2.3. It must include a description of the training.
 - 7.1.2.3.1. It must aim to meet the educational needs of the trainee, 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.
 - 7.1.2.3.3. For accredited RCPSC programs, it must indicate if the trainee will follow a program identical to ministry-funded trainees.
 - 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 training 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 trainee feels that the program is a poor fit for his/her learning needs.
 - 7.1.3. The PME Office, pgspon@ualberta.ca, must be copied on the Letter of Offer.
 - 7.1.4. The Letter of Offer must be signed by the program director, supervisor (for fellowship), divisional director/department chair, and the trainee.
 - 7.2. The proposed training 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 program director, supervisor, divisional director/department chair, and trainee) Letter of Offer must be sent to the PME office.
 - 7.2.2. On receipt of the signed Letter of Offer by the PME, and PME approval, a Sponsored Trainee Acknowledgement, a PME Registration Form, a Disclosure of Personal Information Form and a Letter of Engagement will be sent to the selected trainee.
 - 7.2.2.1. All forms must be completed by the trainee and returned to the PME Office to start the registration process.
 - 7.2.2.2. The Letter of Engagement from the PME Office is the official contract.

8. Trainee Registration

- 8.1. Sponsored trainees with clinical interactions will be registered by the PME Office and must apply for a postgraduate trainee permit with the CPSA.
- 8.2. Sponsored trainees are not permitted to apply for a Physician Extender license, and cannot participate in Physician Extender or Moonlighting activities.

9. Trainee Orientation

- 9.1. Sponsored residents are encouraged to participate in the orientation activities organized for ministry-funded trainees.
- 9.2. For fellows or residents who cannot participate in the orientation for ministry-funded trainees, the program must have an orientation process for the trainees.
 - 9.2.1. This should include components specific to the clinical and/or research training environment of the area of training.
 - 9.2.2. For international trainees, the orientation should include an introduction to the Canadian medical system.
 - 9.2.3. All trainees 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.
 - 9.2.4. The trainees should be provided information on, and how to access guidelines and policies applicable to them.

10. Assessment and Appeals

- 10.1. The program must conduct regular in training assessments. (e.g. at the end of the 3 month probationary period, at the end of each rotation or training experience, every six months and at the completion of training.
- 10.2. Assessment of sponsored residents and AFC Diploma fellows must adhere to the accreditation standards set out by the RCPSC.
- 10.3. The program should establish and maintain a process to notify sponsored residents and fellows of identified deficiencies in a timely fashion.
- 10.4. The program must have a mechanism for appeal, and adhere to the PME Academic Appeals Policy.
- 10.5. The program must promptly inform the PME Office in writing of any decision for remediation or termination of residency or fellowship training.

11. Harassment and Intimidation

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

12. Change in Training Category

- 12.1. A change in the category of training must have written approval by the sponsor prior to the change.
- 12.2. In the event that the category of training changes during the course of training, the PME office must be promptly notified in writing.

13. Training Termination for Non-Academic Reasons

- 13.1. Training will be terminated by the PME Office if:
 - 13.1.1. The funding for the sponsored trainee is withdrawn or declined by the sponsor, or
 - 13.1.2. The Faculty has a reasonable belief that: (a) the sponsored trainee has contravened their agreement with their sponsor; or (b) the sponsored trainee has caused the University to breach its agreement with the sponsor.

14. Training Extension

- 14.1. For trainees in accredited residency programs, training extensions may be necessary when remediation is needed as defined by the PME Guidelines on Assessment.
- 14.2. Training extensions must be approved by the sponsor.
- 14.3. Requests for training extension must be in writing and from the program director.
 - 14.3.1. Written requests must be sent to the PME Office at least three (3) months prior to the proposed extension date.

- 14.3.2. Late requests will be denied.
- 14.3.3. Written request for training extension must include the following:
 - 14.3.3.1. A description of the specific competencies to be attained during the training extension and the duration of the proposed extension.
 - 14.3.3.2. The trainee's assessment to date to reflect his/ her progress.
 - 14.3.3.3. The named supervisor for the extended period of training.
- 14.3.4. The Associate Dean PME forwards the request to the sponsor for approval.

15. Certificate of Completion of Training

- 15.1. The PME Office will issue certificates for residents and fellows, signed by the Associate Dean, PME and co-signed by the Program Director and/or Department Chair (for residents) or Supervisor (for fellows), following satisfactory completion of the training program.
- 15.2. Prior to issuance of the certificate, the program must submit a summary of the trainee's assessment to the PME office.
 - 15.2.1. Summary submission should be at least four (4) weeks before the completion of training.
 - 15.2.1.1. Summary submission received less than four (4) weeks before the end of training may result in delayed issuance of certificate.
- 15.3. The certificate will be issued for the training category as indicated in the Letter of Engagement, unless there has been a formal written notification of change in category of training. (See Section 12 above).

16. Following Completion of Training

- 16.1. Where trainees have signed Return to Service agreements with their sponsor, trainees will be expected to return to their location of origin and meet the obligations set out in any such agreement.
- 16.2. The Faculty will not provide any further training without formal written approval from the sponsor.