



DIVISION OF PHYSICAL MEDICINE AND REHABILITATION Department of Medicine | University of Toronto

FELLOWSHIP APPLICATION OVERVIEW

The Division of Physical Medicine & Rehabilitation (PM&R) offers a comprehensive Clinical Fellowship training program. These fellowships provide advanced clinical education tailored to address the specific learning needs of each trainee, based on the CanMed roles of medical expert, communicator, collaborator, manager, health advocate, scholar, and professional. While the Clinical Fellowship is primarily an educational experience, it also includes substantial patient interaction and care in an interdisciplinary setting, under the supervision of a physician with an appointment in the Division of PM&R. Many fellowship programs offer opportunities for involvement in clinical research and conducting clinical research or Quality Improvement Projects. Additionally, all PM&R fellowship programs ensure at least one half day of protected academic time.

There are a limited number of fellowships funded through the Division of PM&R that are available on a competitive basis. Both Visa and Non-Visa applicants are advised to seek funding support from your own institution or government.

The clinical fellowship is a non-accredited program for board certified or board eligible physicians. The Fellowship does not lead to certification by the Royal College of Physicians and Surgeons of Canada (RCPSC). Fellowships that are offered within the Division of PM&R include Amputee Rehabilitation, Brain Injury Rehabilitation, Cancer Rehabilitation, Cardiovascular Prevention & Rehabilitation, Chronic Pain Rehabilitation, Interventional Physiatry, Multiple Sclerosis Rehabilitation, Neurological Rehabilitation, Spinal Cord Injury Rehabilitation and Trauma Rehabilitation.

We do not offer Observerships through the Fellowship Program.

APPLICATION DEADLINES & SELECTION OF APPLICANTS

Our Program accepts applications starting July 1st until August 31st every year, for the subsequent academic year.

All applications will be reviewed initially by our Division's Fellowship Committee. All applicants who have submitted a complete application package by the August 31st will be informed of the status of their application. If initial requirements have been met prior to the application deadline and there is a vacant position available, candidates will be contacted for an interview. Applicants will be ranked by at least two (2) faculty members and a decision is made usually by October of the year prior to the start date to ensure sufficient time to process the required documentation.

Our program does not provide preliminary letters of acceptance prior to review and approval from our Division's Fellowship Committee.

START DATES & DURATION

Clinical Fellowships are generally one year in length. Some Fellowships offer two successive 1-year Fellowships, the second year based on successful completion of the first year and funding availability. Fellowships commonly begin July 1st, but the starting date may vary depending on the availability of supervisors and vacant positions.

APPLICATION REQUIREMENTS

All applicants must meet the following minimal requirements:

1. Clinical Fellows need to meet the minimum eligibility requirements for licensure with the College of Physicians and Surgeons of Ontario (CPSO) to take up training at the University of Toronto. The Postgraduate Dean, Faculty of Medicine, at the University of Toronto does not support acceptance of the Medical Council of Canada Evaluation Exam (MCCEE) as an alternative to specialist recognition. **Applicants to the PM&R Fellowship Program must have completed residency training in Physical Medicine and Rehabilitation. Some fellowships may be open to applicants who are trained in complimentary medical or surgical specialties.** Applicants need not be board certified, but must be board eligible prior to commencing the fellowship.
2. Applicants who have not taken at least four (4) years of postgraduate medical training in North America and whose first language is not English or whose medical school degree and language of patient care was in a language other than English must provide proof of minimum scores in language skills **before** applying to the Fellowship Program. Test results must be current, i.e. within 2 years of application to the fellowship program.

The required test is either the Test of English as a Foreign Language (TOEFL-iBT) or the International English Language Testing System (IELTS), specifically the academic version. Minimum acceptable scores are:

TOEFL-iBT – Passing Score of 93 with a minimum score of 24 on the speaking section and for IELTS – Minimum score of 7 in each component. More information is available at www.toefl.org or <http://ielts.ca/>

3. Applicants who are neither Canadian citizens nor Permanent Residents of Canada must be eligible for a work permit. Upon approval of your application for a fellowship program, the University of Toronto Faculty of Medicine Postgraduate Medical Education Office (PGME) will undertake the necessary paperwork in support of the work permit. It is advisable to wait for instructions from the PGME before applying for a work permit. Finalization of a work permit/visa can take up to eight (8) months from the time your fellowship application is approved and your complete application package is received by the PGME.
4. All applicants must be eligible for an educational license or certificate of registration for Board certified trainees from the College of Physicians and Surgeons of Ontario (CPSO) www.cpso.on.ca. North American trained applicants should contact the CPSO directly for an application package and apply directly to the College upon acceptance into our fellowship program. **Training cannot begin without the CPSO certificate.**
5. The College of Physicians and Surgeons of Ontario (CPSO) require that all international medical graduates (IMGs) must have their medical degree sourced verified by physicianapply.ca (previously Physician Credentials Registry of Canada (PCRC)) as a condition of educational licensure in Ontario. Please visit <https://physiciansapply.ca/> for more information.
6. Once your Fellowship is approved, all Fellowship trainees must purchase malpractice insurance while training in Ontario. Applicants from outside Canada will need to set up a bank account in Canada and all trainees need a CPSO license of registration before they can obtain malpractice insurance. For more information see the Canadian Medical Protection Association website at <https://www.cmpa-acpm.ca/en/home>. **Training cannot begin without CMPA coverage.**
7. International Medical Graduates (IMG's) whose application to our program is approved, must complete the CPSOs **Pre-Entry Assessment Program (PEAP)** in order to obtain an unrestricted postgraduate medical education certification of registration (educational license). The PEAP is an assessment process that evaluates IMG's in order to determine whether they can function at their reported level of training. It allows assessment of

candidates in a supervised clinical environment on the PM&R service. You will receive a full salary during this period either through the hospital if you are funded by the PM&R Fellowship program or from your sponsor if funded by another institution or your own government. The PEAP is undertaken at the beginning of the Fellowship and is twelve weeks in duration. The PEAP period will not add to the length of the Fellowship training program or the original appointment. After successful completion of the PEAP, the CPSO will convert the PEAP registration to an unrestricted educational license for the duration of the Fellowship.

If the trainee is unsuccessful in the PEAP they are ineligible for post graduate training and there is no course for appeal. The trainee will not be allowed to complete their Fellowship at the University of Toronto or apply to the same discipline at any other University in Ontario and will have to leave Canada. Trainees are advised not to bring family to Toronto until after successful completion of PEAP. The Trainee can voluntarily withdraw from the PEAP prior to the end date.

8. Registration with the University of Toronto is required **before** training can begin. Fellows are automatically pre-registered with the University by the PGME office on receipt and approval of their application. Fellows must complete a number of steps before they can fully register, for example, they must sign and return the PGME office Letter of Offer (LOA), complete and return the PGME office request for immunization data, register with the CPSO and CMPA, and pay the UofT Faculty of Medicine registration fee. If they are non-citizens, they must present their work permit and visa at the PGME office and they must purchase personal health coverage through the University Health Insurance Plan (UHIP) to cover basic health expenses during the first 3 months in Canada. Non-citizens and residents with permanent residence outside Ontario will also apply to the Ontario Health Insurance Plan (OHIP) once they have taken residence in Ontario and will qualify for OHIP after 3 months of residence.
9. If you are funded by the Program, the salary and benefits will be specified in your job offer.

ARE YOU AN APPLICANT FROM ONE OF THE FOLLOWING COUNTRIES?
Bahrain, Kuwait, Oman, Qatar, Saudi Arabia or the United Arab Emirates.

If so, a postgraduate training agreement exists between the Faculty of Medicine, University of Toronto and government agencies of these countries. The Postgraduate Medical Education Office must receive your application directly from the appropriate sponsoring agency in your country. Once this application is received and approved, the Postgraduate office will contact us about your application. It is only at that point that our program will be in direct contact with you.

For more information on how to begin your application and your sponsorship funding process,
please contact pgme.sponsorship@utoronto.ca

Please note, the various requirements and limitations noted above do not originate with the Division of Physical Medicine & Rehabilitation itself, but are the result of rules and regulations from government and other external agencies.

APPLICATION

In order to be considered for a PM&R Fellowship appointment, please complete the Application for PM&R Fellowship Document and submit with the required supporting documents.

Please send completed applications to our Fellowship Coordinator via email at Arta.Bekiri@uhn.ca

Any further inquiries can be directed to the Fellowship Committee in care of:

Dr. Tania R. Bruno, Fellowship Director
C/O Arta Bekiri, Fellowship Coordinator
University Health Network – Toronto Rehabilitation Institute
550 University Avenue, Room 5-131, Toronto, ON M5G 2A2
Tel: 416-597-3422 x 3922
Fax: 416-597-7107
Email: Arta.Bekiri@uhn.ca | Tania.Bruno@uhn.ca

FELLOWS ACCEPTED INTO THE PHYSICAL MEDICINE & REHABILITATION FELLOWSHIP PROGRAM

Upon acceptance to our Fellowship Program, your Fellowship Supervisor(s) will develop educational goals and objectives to meet your educational needs. The goals and objectives will be made available to you before the start of training, are submitted to PGME via the Department of Medicine to the CPSO, must be accepted by CPSO to support provision of the educational license, and will be used to guide your evaluation.

You will be provided with the following upon acceptance into the Program:

1. Login information to upload your application to PGME's Online Appointment Tracking System (OATS)
2. An offer letter signed by your Supervisor and our Fellowship Director
3. A Letter of Appointment signed by the Vice-Dean of PGME
4. Copies of the relevant University, Department of Medicine and individual hospital policies
5. The Department of Medicine will provide information to Clinical Fellows about harassment policies and complaint procedures at the Faculty of Medicine
6. You will be appointed as a Fellow in the Division of Physical Medicine & Rehabilitation and depending on your base hospital, you may also receive a hospital appointment as a Clinical Fellow

EVALUATION OF CLINICAL FELLOWS

All Clinical Fellows are evaluated using a web-based POWER system. In-Training Evaluation Reports (ITER) are based on the CanMED Roles and your education goals and objectives are completed every six (6) months and discussed by your Fellowship Supervisor(s). You must sign-off on the ITER acknowledging that it has been discussed. You will receive useful feedback at regular intervals during the fellowship from your Supervisor(s). You will be informed in writing if there are any deficiencies that may result in an unsatisfactory completion of the fellowship.

You will be provided with an opportunity and resources to rectify deficiencies identified either through adjusted goals and objectives, revised fellowship structure or a formal remediation period. Decisions regarding fellowship remediation or restructuring of the fellowship are made by a committee constituted by the supervisor and at least one other faculty member.

COMPLETION OF CLINICAL FELLOWSHIP

All fellows, upon successful completion of the fellowship, will be eligible to receive a certificate of successful completion of the fellowship signed by the Department of Medicine Chair, Director of Postgraduate Programs in Medicine and the Divisional Fellowship Director.

Fellows will only be deemed to receive a certificate if they have completed all requirements of the Clinical Fellowship, have dedicated the agreed upon time to the fellowship and have achieved evaluations at or above expectations in all aspects of the fellowship.

The Department of Medicine (DOM) will not release a certificate to a fellow without receipt from the Division of Physical Medicine and Rehabilitation of documentation supporting successful completion of all aspects of the fellowship including, but not necessarily limited to, completed ITERS.

PROBATION, SUSPENSION AND DISMISSAL

Probation: With the approval of the Department Chair, a fellow may be placed on probation by the Fellowship Director, if they receive an unsatisfactory evaluation. If the deficiency is corrected at the end of the probationary period with a successful evaluation, the fellow will continue with the program. If the problem is not corrected, the Supervisor/Fellowship Director may request another period of probation or recommended suspension or dismissal, with approve of the Department Chair.

Suspension: Suspension involves the interruption of a fellow's participation in the training program including clinical and educational activities due to improper conduct or medical incompetence. The decision to suspend a fellow's training is subject to formal Departmental review and is followed by full reinstatement, a probationary period or dismissal.

Dismissal: Dismissal may occur following an unsuccessful probationary period, following suspension or for ethical, behavioural violations or medical incompetence that are not subject to remediation or probation. The dismissal of a fellow is subject to formal Department review.

IMPORTANT LINKS

Toronto Faculty of Medicine
500 University of Toronto, Suite 602
Toronto, ON Canada M5G 1V7
Phone: 416-978-6976
Fax: 416-978-7144
Email: postgrad.ed@utoronto.ca
Website: <https://pgme.utoronto.ca/>

College of Physicians and Surgeons of Ontario (CPSO)
80 College Street
Toronto, ON Canada M5G 2E2
Phone: 416-967-2603
Toll Free: 1-800-268-7096
Fax: 416-961-3330
Website: www.cpso.on.ca

The web link to Post Graduate Medical Education provides information on frequently asked questions such as process of obtaining work permit/visa, mandatory health insurance for non-Canadian Trainees (UHIP), Orientation Book for Fellows, Resources, where to look for accommodations, policies: the sexual harassment protocol, immunization requirements, moonlighting, health and safety guidelines, Evaluation Process: PEAP, ITERS, Probation, Suspension, Dismissal and appeals.

**For further information, please contact the Physical Medicine & Rehabilitation Fellowship Coordinator:
Email: Arta.Bekiri@uhn.ca | Phone: +1 (416) 597-3422 x 3922**