Overview

The Division of Physical Medicine & Rehabilitation (PM&R) has an active Clinical Fellowship training program. Clinical Fellowships offer advanced clinical training to fill the specific learning needs of the trainee that are framed within the CanMed roles of medical expert, communicator, collaborator, manager, health advocate, scholar and professional. The Clinical Fellowship is an educational experience, but also involves significant patient contact and care provision in an interdisciplinary environment that is supervised by a physician who holds an appointment in the Division of PM&R. A number of the clinical fellowships provide exposure to clinical research in the field and the opportunity to conduct a clinical research or Quality Improvement Project.

All PM&R fellowship programs provide 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.

In accordance with Canadian immigration requirements, fellowships are offered initially to Canadian citizens and permanent residents of Canada.

Application Fellowship Deadlines, Selection of Applicants, Start Dates and Duration

Application deadlines for non-Canadian trained applicants are generally August 31 of the year prior to the Fellowship start date. All applications will be reviewed initially by the Fellowship Committee. All applicants who have submitted a complete application package by the due date 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. 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 rehab fellowships may be open to applicants who are trained in complimentary medical or surgical specialties or family medicine. 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](http://www.toefl.org) or [http://ielts.ca/](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 six (6) 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](http://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/](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](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 normally between four to 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 she/he is ineligible for post graduate training and there is no course for appeal. The trainee will not be allowed to complete her/his 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.

10. If you are applying from outside of Canada and are neither a Canadian Citizen nor a Permanent Resident of Canada and applying for a non-funded fellowship, then our sponsor must provide a minimum of CAD $61,611.71 per annum in order for you to obtain a work permit/Visa.

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.

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

Application

Please complete the attached application and submit with supporting documents before an applicant will be considered for a Clinical PM&R Fellowship appointment. Please send completed packages or inquiries to:

Application for Fellowship Document

Dr. Andrea Furlan, Fellowship Director
C/O Arta Odza, Fellowship Administrative Assistant
University Health Network - Toronto Rehabilitation Institute
550 University Avenue - Rm. 5-131, Toronto, ON M5G 2A2
Tel: 416-597-3422 Ext. 3922
Fax: 416-597-7107
Email: arta.odza@uhn.ca / andrea.furlan@uhn.ca

Fellows Accepted into the Physical Medicine & Rehabilitation Fellowship Program

1. Upon acceptance to the PM&R Fellowship Program, your Fellowship supervisor 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 and are submitted by PGME via the Department of Medicine to the CPSO and must be accepted by CPSO to support provision of the educational license and will be used to guide your evaluation.

2. You will be provided with the following upon acceptance into program:
   - Link and password to Fellowship application documents
   - A common offer letter and acceptance letter signed by your supervisor and the Department of Medicine Director of Postgraduate Programs
   - A common letter of appointment signed by the Vice-Dean of PGME
   - An information package from PGME
   - Copies of relevant University, Department of Medicine and individual hospital policies
   - The Department of Medicine will provide information to clinical fellows about harassment policies and complaint procedures at the Faculty of Medicine
   - 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

1. All clinical fellows are evaluated using a web-based POWER system. In-training evaluation reports (ITER) are based on the CanMEDS Roles and your education goals and objectives are completed every six months and discussed by your Fellowship supervisor. You must sign the ITER acknowledging that it has been discussed. You will receive useful feedback at regular intervals during the fellowship from your supervisor. You will be informed in writing if there are any deficiencies that may result in an unsatisfactory completion of the fellowship.

2. 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

1. 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 and the Director of Postgraduate Programs in Medicine and the primary supervisor.

2. 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.

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

Probation, Suspension and Dismissal

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

2. **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.

3. **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.med@utoronto.ca

The web link to Post Graduate Medical Education provides information on Frequently Asked Questions such as process for obtaining work permit/visa, mandatory health insurance for non-Canadian Trainees (UHIP), Orientation Book for Fellows, Resources, where to look for accommodation, policies: the sexual harassment protocol, immunization requirements, moonlighting, health and safety guidelines, Evaluation Process: PEAP, ITREs, Probation, Suspension, Dismissal and appeals. [http://pg.postmd.utoronto.ca/](http://pg.postmd.utoronto.ca/)

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Toronto, Ontario, Canada M5G 2E2
Phone: 416-967-2603; Toll-Free: 1-800-268-7096; Fax: 416-961-3330
Website: [www.cpso.on.ca](http://www.cpso.on.ca)