

FACULTY OF MEDICINE, POSTGRADUATE MEDICAL EDUCATION
CLINICAL FELLOWSHIP COMMITTEE
TERMS OF REFERENCE

GENERAL PROVISIONS

The Faculty's Clinical Fellowship Committee (CFC) is a committee of Postgraduate Medical Education (PGME) that coordinates Faculty of Medicine Post-Residency Fellowship Education in all recognized programs.

It must be clearly understood that each Fellowship program must have a designated Fellowship Director.

A fellow is defined as a clinical trainee in postgraduate medical education undertaking an unaccredited fellowship or a fellowship in an Area of Focused Competence (AFC) post-residency.

MEMBERSHIP

Membership to the CFC include:

- Vice-Dean, PGME (Chair)
- Assistant Dean, PGME (ex-officio)
- Dean, Faculty of Medicine (ex-officio)
- Operations Manager, PGME (ex-officio)
- One representative from each of the following clinical departments and schools:
 - Anesthesiology
 - Emergency Medicine
 - Epidemiology, Public Health and Preventative Medicine
 - Family Medicine
 - Innovation in Medical Education
 - Laboratory Medicine
 - Medicine
 - Obstetrics and Gynecology
 - Ophthalmology
 - Otolaryngology
 - Pediatrics
 - Psychiatry
 - Radiology
 - Surgery
- The Program Director of each AFC program
- TWO Clinical Fellow Representatives
- One Program Administrator Representative

Guests may be invited to meetings, as required and at the discretion of the Chair (non-voting).

MEETINGS

The CFC will meet a minimum of four (4) times per year, from September to June.

Quorum for CFC meetings shall be at least 1/3 of the total members or such greater number of members as the CFC may determine.

FUNCTIONS OF THE COMMITTEE

1. Admissions and Registration.

- a) Ensure appropriate admissions criteria and procedures are established for all postgraduate fellows.
- b) Ensure appropriate conditions of enrollment are in place, whether these conditions are local or provincial requirements (e.g. Pre-Entry Assessment Program, English Language Requirements).

2. Evaluation

- a) Standards around assessment for all fellowship programs as well as Royal College Standards for the AFC programs.
- b) Maintaining an effective Evaluation Policy and Promotions policy.
- c) Monitoring of programs.

3. **Accountability.** The CFC is accountable to the Vice-Dean, PGME.

5. **Subcommittees.** The CFC may establish Subcommittees as are necessary to implement policies and procedures as listed above. Terms of reference are to be determined by each Subcommittee and approved by the CFC. Chairs or delegates of these Subcommittees report to the CFC on an annual basis.

RECOGNITION

It is recognized that the Faculty of Medicine, University of Ottawa, has agreements with each hospital defining the hospital's affiliation with the University.

Committee

Faculty Council

CFC

Faculty Council

Executive Committee of the Senate

Approval Date

June 14, 2016

February 13, 2023

May 9, 2023

N/A