

**Department of Family Medicine
Sport & Exercise Medicine**

Policy Name:	Learning Site Selection Policy
Approved By:	FM-ESFP Committee
Date Last reviewed:	June 2023
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Purpose: The purpose of this policy is to ensure suitability and lay out guidelines and requirements for new learning sites in the Sport and Exercise medicine program.

Policy:

New learning sites may be proposed by members of the sport and exercise medicine residency program committee, residents (past or present), faculty or the learning site itself.

The procedure for considering a new learning site will be as follows:

- The residency program committee will receive and review the proposal for a new learning site
- The proposal must contain:
 - o A description of the societal or community need in the area of sport and exercise medicine that the learning site will fulfill
 - o An outline of the learning objectives and competencies that the residents will achieve at this learning site (linkage to a Key Feature, Priority Topic or EPA preferred)
 - o Details of the site lead coordinator including their credentials, faculty appointment and teaching experience.
 - The site lead coordinator must:
 - Be in good standing with the College of Physicians and Surgeons of Ontario (CPSO)
 - Be Canadian Certification in Family Medicine (CCFP) certified and member of the College of Family Physicians of Canada (CFPC) OR Fellow of The Royal College of Physicians and Surgeons of Canada/Fellow of the Royal College of Surgeons of Canada (FRCPC/FRCSC)
 - Have either a CAC in Sport & Exercise Medicine, a CASEM diploma or demonstrated equivalent experience in SEM
 - Have a faculty appointment at the University of Ottawa in the Department of Family Medicine (or other field related to SEM)

- Have independently practiced medicine for 1-2 years
- Have experience teaching at the undergraduate or postgraduate level for 1-2 years
- A list of preceptors or faculty that will interact with the resident at this learning site including their credentials, faculty appointment and teaching experience
- Details of the site location including space for resident learning, access to information technology, distance from Ottawa, safety considerations

After review of the learning site proposal, the residency program committee will vote on its suitability for entry into the curriculum.

Any new learning site will be reviewed at the first RPC meeting after its implementation including review of resident experience including attainment of competencies, review of objectives and review of faculty.

The procedure for considering a new preceptor at an existing learning site will be as follows:

- The residency program committee will receive and review the proposal for a new preceptor including their credentials, faculty appointment and teaching experience.
 - The preceptor must:
 - Be in good standing with the College of Physicians and Surgeons of Ontario (CPSO)
 - Be Canadian Certification in Family Medicine (CCFP) certified and member of the College of Family Physicians of Canada (CFPC) OR Fellow of The Royal College of Physicians and Surgeons of Canada/Fellow of the Royal College of Surgeons of Canada (FRCPC/FRCSC)
 - Have either a CAC in Sport & Exercise Medicine, a CASEM diploma or demonstrated equivalent experience in SEM
 - Have a faculty appointment at the University of Ottawa in the Department of Family Medicine (or other field related to SEM)
 - Have independently practiced medicine for 1-2 years
 - Have experience teaching at the undergraduate or postgraduate level for 1-2 years

Applicability: This policy applies to all new learning sites and preceptors proposed for the Enhanced Skills in Sport and Exercise Medicine program.