

## DME-COFM

# Ontario Medical School Clinical Rotation Principles and Practices for Faculty Appointment and Dispute Resolution

### Preamble

The delivery of distributed medical education (DME) in Ontario is enabled by the collaborative placement of medical learners from the six Ontario medical schools to clinical rotations in communities outside of the Academic Health Sciences Centres (AHSC). The Distributed Medical Education Committee of the Council of Ontario Faculties of Medicine (DME-COFM) document, *Collaboration in Ontario Distributed Medical Education*, outlines the principles for collaborative distributed medical education across Ontario.

Further to this document, development of principles and practices unique to DME have been identified regarding faculty appointments of community preceptors as well as a process for dispute resolution for both learners and preceptors.

### Principles for Ontario DME Faculty Appointments and Dispute Resolution

In accordance with accreditation element 9.2 of CACMS/LCME, a clinical preceptor is required to hold a faculty appointment at the same medical school from which their learner originates. It is possible, therefore, that the preceptor would be required to maintain multiple faculty appointments at multiple medical schools. It is generally recognized that this may be a burdensome and unnecessary obligation for preceptors.

A review of the faculty appointment requirements for community preceptors are very similar across the Ontario medical schools with only minor variations (refer to Appendix 1). To summarize, all Ontario medical schools require a completed application form, curriculum vitae and that the physician is in good standing with the College of Physicians and Surgeons of Ontario (CPSO), while the faculty appointment classification varies across schools using terms such as Assistant Professor, Adjunct and Lecturer. Although reappointment intervals are variable, all Ontario medical schools require satisfactory evaluations from learners and good standing with the CPSO for reappointment.

*Principle 1: The Ontario medical schools reciprocally agree to recognize faculty appointments from any Ontario medical school. Therefore, an Ontario medical learner can be supervised by a preceptor with a faculty appointment from any Ontario medical school for core or elective rotations, if the processes outlined below are followed.*

Given the similarity of the requirements of faculty appointments and respecting the integrity of each school's appointment process, it is felt that faculty appointments at any of the Ontario medical schools should be valued and mutually recognized. Therefore the Deans of the medical schools in Ontario are in agreement to reciprocally honour faculty appointments from other Ontario medical schools for assessment and grading of learners (both Undergraduate Medical Students and Postgraduate Residents) for any school's core or elective rotations. Hence, an Ontario medical learner may be supervised by a preceptor with a faculty appointment at any Ontario medical school for core or elective rotations. This principle will alleviate the need for multiple faculty appointments.

Community preceptors may seek a faculty appointment from the medical school of their choice but are encouraged to hold an appointment with the medical school that is most closely affiliated with the community and/ or community placement program having primary placement responsibility for their community (refer to Appendix 2). Affiliation with the medical school and community placement program responsible for their community of practice will ease communication with respect to recruitment, retention, faculty appointment, faculty development and placement activities related to that preceptor.

The medical school where the community preceptor holds a faculty appointment is responsible for the faculty development of the preceptor. The faculty member is further required to provide a teaching environment that complies with the policies of the medical school, the CPSO, the affiliation agreements of the teaching community hospitals and the laws of Ontario.

If the preceptor is supervising a learner from another medical school, the preceptor must be appropriately prepared to teach by knowing the objectives, curriculum and evaluation requirements of the learner's home medical school. The preceptor is obligated to provide a teaching environment that complies with the policies of the learner's home medical school. The preceptor must also be evaluated with an appropriate feedback loop in place.

*Principle 2: Feedback (positive or negative commentary) initiated by a learner regarding the teaching and/or conduct of the community preceptor (CP) shall be directed to the medical school where the faculty appointment is held. Negative feedback received by either the preceptor's medical school or the learner's medical school will be communicated to the other in an appropriate manner.*

Any feedback (including problems and/or disputes) provided by a learner regarding the teaching or professional conduct of the preceptor will be managed by the policies and procedures of the medical school from which the preceptor holds a faculty appointment. The learner is encouraged, if comfortable and appropriate, to address feedback directly with the preceptor as soon as possible following the event. The learner is expected to address the concern with their (the learner's) medical school program (i.e. student affairs or program lead) at the earliest possible time.

After assessing the learner's feedback, the learner's school representative will contact a designate (refer to Appendix 3) from the 'host' medical school (i.e. DME community placement program or visiting elective office) who will triage the feedback to the appropriate party according to the host school's policies and procedures.

It is noted that communication between medical schools may be both ways due to variability in administrative processes for collecting evaluations.

*Principle 3: Policies and procedures of the host medical school, including adherence to the Human Rights Code and the Occupational Health and Safety Standards Act, (i.e. Bill 168) will be recognized for all clinical rotations.*

When a learner or preceptor identifies concerns of harassment or intimidation, the learner or teacher may, in addition to the above process, elect to bring the concern to the host hospital or medical school in accordance with the respective Sexual Harassment and Anti-Discrimination Policies (i.e. Bill 168) under the Human Rights Code. Appropriate action will be taken in conjunction with the medical schools of both the learner and teacher

*Principle 4: Preceptor feedback regarding a learner's performance (e.g. CanMEDS framework) will be directed, in writing, to the learner's medical school (i.e. via the DME placement program representatives).*

Analogously, a preceptor may have feedback regarding a learner's performance. Faculty is encouraged to address the feedback directly and verbally with the visiting learner as soon as possible thereafter and provide corrective suggestions if deemed necessary. Faculty may choose to include these suggestions on the learner ITER and/or rotation evaluation.

If the performance issue is egregious, the concern should be directed to the learner's medical school as soon as possible. If the preceptor is unsure to whom the concern should be directed, he/she can provide an account of the concern to the DME community placement program affiliated with their community (refer to Appendix 3) who will, in turn, contact the learner's home DME community placement program/medical school, whereupon the concern will be appropriately triaged.

*Principle 5: General Dispute Resolution: Communication between medical schools is essential and sharing of relevant information and documentation is necessary to assist resolution of any disputes. Complaints must be managed and resolution provided by both the medical school responsible for addressing the conduct, behavior and academic performance of the learner and the medical school in which the preceptor holds their appointment.*

Approved by the Council of Ontario Faculties of Medicine (COFM) Deans: June 26, 2018.




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## Appendix 1: Faculty Appointment Requirements for Community Preceptors of Ontario Medical Schools

Term Used to Describe Preceptor	Pre-appointment Requirements	School Name	Forms to be Filled Out	Requirements for Re-appointment
<p>Assistant Clinical Professor (Adjunct)</p> <p>Non-adjuncts - begins with Assistant Clinical Professor, but could be Associate Clinical Professor or Clinical Professor – the appropriate academic rank shall be determined by the Department Chair at the time of initial appointment and shall take into account the appointee's qualifications, experience and achievements</p>	<p>In good standing with CPSO</p> <p>Non-adjuncts - 3 letters of reference</p> <p>Meetings with Departmental representatives</p>	McMaster University	<p>Curriculum vitae</p> <p>Adjuncts: Application for appointment</p> <p>Non-adjuncts: Mutually Agreed Responsibilities (R4) form</p>	<p>Reviewed every 3 years</p> <p>Completion of renewal form</p> <p>In good standing with CPSO</p> <p>Satisfactory student evaluations</p> <p>Adjunct: 150 hours of teaching/3 years</p> <p>Non-adjunct: Minimum of 100 hours of teaching annually</p>
Adjunct at the rank of Assistant Professor	In good standing with CPSO	Queen's University	<p>Curriculum vitae</p> <p>Date of Birth</p> <p>Social Insurance number</p> <p>Name of their Professional Corporation</p>	<p>On confirmation that the regional community preceptor is still taking students</p> <p>Satisfactory student evaluations</p> <p>Reviewed every 1 to 3 years</p>
Clinical teacher at the rank of Lecturer	<p>In good standing with CPSO</p> <p>3 letters of reference from</p>	University of Ottawa	<p>Curriculum vitae</p> <p>Memorandum of</p>	Reviewed every 5 years

Term Used to Describe Preceptor	Pre-appointment Requirements	School Name	Forms to be Filled Out	Requirements for Re-appointment
	either current colleagues or prior colleagues.		Agreement Benefits Summary Career Paths	
<p>Begins with Lecturer but could be Assistant Professor, Associate Professor or Professor – the appropriate academic rank shall be determined by the division head at the time of initial appointment and shall take into account the appointee’s qualifications, experience and achievements.</p> <p>NOSM faculty will have academic appointments at Lakehead University and/or Laurentian University at the same academic rank as their NOSM appointment.</p>	In good standing with CPSO	Northern Ontario School of Medicine	Application Form Curriculum vitae Faculty appointment references Statement of clinical/teaching intent	Reviewed every 3 years
<p>Appointment category - Clinical Academic Faculty (Clinical full- time, part-time and adjunct appointments)</p> <p>Rank – commensurate with experience and qualifications. Rank could be Lecturer,</p>	<p>In good standing with CPSO</p> <p>Recommendation Letter</p>	University of Toronto	<p>Appointment application form</p> <p>CPSO certificate of professional conduct</p> <p>Curriculum vitae</p> <p>Recommendation</p>	<p>Subject to probation and review</p> <p>Clinical part-time renewal varies according to department (i.e. 1- 3 years).</p> <p>Clinical adjunct –</p>

Term Used to Describe Preceptor	Pre-appointment Requirements	School Name	Forms to be Filled Out	Requirements for Re-appointment
Associate Professor, etc.			letter from Hospital Chief or University or Hospital Education Director	Department Chair decides term and renewal
<p>Limited Duties Appointment – rank Adjunct Professor</p> <p>*</p> <p>Some Clinical Full time academics who would progress through ranks of Assistant Professor, Associate Professor and Professor</p> <p>*current Conditions of Appointments document is being revised</p>	<p>Curriculum vitae</p> <p>Letter of support from the discipline leader</p>	Western University	<p>Faculty Appointment online application form</p> <p>Curriculum vitae</p> <p>3 Letters of support from one of the following:</p> <ul style="list-style-type: none"> <li>• Academic Director from own discipline</li> <li>• Academic Director from other discipline</li> <li>• Assistant Dean, Rural &amp; Regional Medicine</li> <li>• Associate Dean, Windsor Program</li> <li>• Assistant Dean, Faculty &amp; Governmental Affairs – Windsor campus</li> <li>• Schulich Faculty member</li> <li>• Chief of Staff</li> <li>• Former Chief of Staff or Program Director</li> </ul>	<p>Initial 3 year term recommended</p> <p>Reappointment application package is required (faculty reappointment application form, updated CV and statement of expectations and responsibilities)</p> <p>5 year term recommended</p>

## Appendix 2: Medical School Responsibility for DME Locations

City/ Town/Township	Medical School with Primary Responsibility	Notes/Comments
Ajax	Toronto	
Alexandria	Ottawa	
Almonte	Ottawa	
Arnprior	Ottawa	
Atikokan	NOSM	
Bancroft	Queen's	
Barrie	Toronto	
Barry's Bay	Ottawa	
Belleville	Queen's	
Blind River	NOSM	
Bowmanville	Queen's	
Bracebridge	NOSM	
Brampton	McMaster	
Brantford	McMaster	
Brockville	Queen's	
Bruce Mines	NOSM	
Burk's Falls	NOSM	
Cambridge	McMaster	
Campbellford	Queen's	
Carleton Place	Ottawa	
Casselman	Ottawa	
Centre Wellington	McMaster	
Chatham	Western	
Chapleau	NOSM	
Chesley	Western	
Clinton	Western	
Cobourg	Queen's	
Cochrane	NOSM	
Collingwood	McMaster	
Cornwall	Ottawa	
Deep River	Ottawa	
Dryden	NOSM	
Durham	Western	
Elliot Lake	NOSM	
Emo	NOSM	
Embrun	Ottawa	
Englehart	NOSM	
Espanola	NOSM	
Exeter	Western	

<b>City/ Town/Township</b>	<b>Medical School with Primary Responsibility</b>	<b>Notes/Comments</b>
Fergus	McMaster	
Fort Erie	McMaster	
Fort Frances	NOSM	
Georgetown	McMaster	
Geraldton	NOSM	
Goderich	Western	
Grand Bend	Western	
Grimsby	McMaster	
Guelph	McMaster	
Haldimand	McMaster	
Hamilton	McMaster	
Hanover	Western	
Hawkesbury	Ottawa	
Hearst	NOSM	
Hornepayne	NOSM	
Ignace	NOSM	
Ingersoll	Western	
Ingleside	Ottawa	
Iroquois	Ottawa	
Iroquois Falls	NOSM	
Kanata	Ottawa	
Kapuskasing	NOSM	
Kawartha Lakes	Toronto	
Kemptville	Ottawa	
Kenora	NOSM	
Kincardine	Western	
Kingston	Queen's	
Kirkland Lake	NOSM	
Kitchener	McMaster	
Lanark	Queen's	
Leamington	Western	
Lion's Head	Western	
Listowel	Western	
Little Current	NOSM	
London	Western	
Madoc	Queen's	
Manitoulin Island	NOSM	
Manitouwadge	NOSM	
Manotick	Ottawa	
Marathon	NOSM	
Markdale	Western	



<b>City/ Town/Township</b>	<b>Medical School with Primary Responsibility</b>	<b>Notes/Comments</b>
Markham	Toronto	
Matheson	NOSM	
Mattawa	NOSM	
Meaford	Western	
Merrickville	Ottawa	
Metcalfe	Ottawa	
Midland	Toronto	
Milton	McMaster	
Mississauga	Toronto	
Moose Factory	Queen's	
Morrisburg	Ottawa	
Mount Forest	McMaster	
Napanee	Queen's	
New Tecumseth	Toronto	
Newbury	Western	
Newmarket	Toronto	
Niagara Falls	McMaster	
Niagara-On-The-Lake	McMaster	
Nipigon	NOSM	
North Bay	NOSM	
North Dundas	Ottawa	
North Perth	Western	
Oakville	McMaster	
Orangeville	Toronto	
Orillia	Toronto	
Oshawa	Queen's	
Ottawa	Ottawa	
Owen Sound	Western	
Pakenham	Ottawa	
Palmerston	McMaster	
Paris	McMaster	
Parry Sound	NOSM	
Peel	McMaster	
Pembroke	Ottawa	
Penetanguishene	McMaster	
Perth	Queen's	
Petawawa	Ottawa	
Peterborough	Queen's	
Petrolia	Western	
Pickering	Toronto	
Picton	Queen's	

<b>City/ Town/Township</b>	<b>Medical School with Primary Responsibility</b>	<b>Notes/Comments</b>
Port Colborne	McMaster	
Port Perry	Queen's	
Prescott	Queen's	
Red Lake	NOSM	
Renfrew	Ottawa	
Russell	Ottawa	
Sarnia	Western	
Sault Ste. Marie	NOSM	
Schreiber	NOSM	
Seaforth	Western	
Seeley's Bay	Queen's	
Sharbot Lake	Queen's	
Simcoe	McMaster	
Sioux Lookout	NOSM	
Smiths Falls	Queen's	
Smooth Rock Falls	NOSM	
Southampton	Western	
South Mountain	Ottawa	
St. Catharines	McMaster	
St. Isidore	Ottawa	
St. Marys	Western	
St. Thomas	Western	
Stirling	Queen's	
Stratford	Western	
Strathroy	Western	
Sudbury	NOSM	
Sydenham	Queen's	
Tamworth	Queen's	
Temiskaming	NOSM	
Terrace Bay	NOSM	
Thessalon	NOSM	
Thunder Bay	NOSM	
Tillsonburg	Western	
Timmins	NOSM	
Tobermory	Western	
Toronto	Toronto	
Trent Hills	Queen's	
Trenton	Queen's	
Tweed	Queen's	
Verona	Queen's	
Walkerton	Western	

<b>City/ Town/Township</b>	<b>Medical School with Primary Responsibility</b>	<b>Notes/Comments</b>
Wallaceburg	Western	
Warkworth	Queen's	
Wawa	NOSM	
Weeneebayko	Queen's	
Welland	McMaster	
Wellington	Queen's	
West Nipissing	NOSM	
Whitby	Toronto	
Warton	Western	
Winchester	Ottawa	
Windsor	Western	
Wingham	Western	
Woodstock	Western	

### Appendix 3: Community Placement Program affiliation and contact information

Community Based Placement Program	Contact (host/home school)	Medical School Affiliation
Eastern Regional Medical Education Program (ERMEP)	<p>Ottawa: Darquise Lacroix dme@uottawa.ca 613-562-5800 ext. 8625</p> <p>Dr. Chuck Su Director, Distributed Medical Education Faculty of Medicine University of Ottawa csu@uottawa.ca 613-562-5800 ext. 8011</p> <p>Queen's: Assistant Dean, Distributed Medical Education 613 533 6000 ext. 78452 <a href="http://meds.queensu.ca/academics/regional_education">http://meds.queensu.ca/academics/regional_education</a></p>	Faculty of Medicine, University of Ottawa Queen's University
McMaster Community and Rural Education (Mac-CARE)	Assistant Dean, Mac-CARE 905 525 9140 ext. 22046 <a href="http://www.mac-care.ca">www.mac-care.ca</a>	Michael G. DeGroote School of Medicine, McMaster University
Northern Ontario School of Medicine (NOSM)	NOSM Electives Unit Email - <a href="mailto:Electives@nosm.ca">Electives@nosm.ca</a> Mat Litalien Manager, Clinical Placement Phone: 705-662-7119	Northern Ontario School of Medicine (NOSM)
Office of Integrated Medical Education (OIME)	Manager, Office of Integrated Medical Education Office of the Dean Faculty of Medicine University of Toronto 416-978-3762	Faculty of Medicine, University of Toronto
Queen's University Regional Education Office	Assistant Dean, Distributed Medical Education 613 533 6000 ext. 78452 <a href="http://meds.queensu.ca/academics/regional_education">http://meds.queensu.ca/academics/regional_education</a>	School of Medicine, Queen's University
Rural Ontario Medical Program (ROMP)	Assistant Dean, Mac-CARE 905 525 9140 ext. 22046 <a href="http://www.mac-care.ca">www.mac-care.ca</a>	Michael G. DeGroote School of Medicine, McMaster University

Distributed Education	Dr. George Kim Assistant Dean Rural & Regional Community Engagement 519-858-5152 ext. 86910 george.kim@schulich.uwo.ca	Schulich School of Medicine & Dentistry, Western University
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