

University Health Network

DEPARTMENT OF PSYCHIATRY



FELLOWSHIP HANDBOOK

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TABLE OF CONTENTS

SECTION 1: Considerations When Applying to UHN

Fellowship Appointment Guidelines -----	3
Fellowship Opportunities at UHN -----	5
Priority Programs and Program Descriptions -----	7
Eligibility Requirements -----	11
Funding Sources -----	13
Tips for International Fellows -----	14
UHN Fellowship application -----	15

SECTION II: Starting Your Fellowship

Checklist for Fellows Starting at UHN -----	18
UHN Department of Psychiatry Organization Chart -----	19
Educational Programs for Fellows -----	20
Immunization Requirements -----	22
The Pre-Entry Assessment Program (PEAP) -----	23
How to Apply For CMPA -----	24
Obtaining a Social Insurance Number -----	25
Conference Fund -----	26
Office Space -----	26
Computer Access -----	26
Secretarial Support Guidelines -----	27
Frequently Used Telephone Numbers -----	28
UHN Health Sciences Library Services -----	29
OHIP Billings and Forms -----	30
OHIP Benefit Schedule -----	34
Code Directory and Emergency Numbers -----	35
Settling In Toronto -----	36
Health Care -----	36
Opening a Bank Account in Toronto -----	36
Connecting Utilities -----	36
Driving in Ontario -----	36
Registering a Vehicle in Ontario -----	37
Finding a Doctor in Toronto -----	37
Finding a Dentist -----	37

FELLOWSHIP APPOINTMENT GUIDELINES

A **Fellow** is an individual who wishes to obtain training over and above residency training and within the same area of specialization, or in certain circumstances, an individual training for a postgraduate degree. This training may be taken in the form of:

1. A clinical fellowship
2. A research fellowship
3. A combination of 1 and 2

Fellows holding an MD are registered with the Postgraduate Education Office as either Clinical or Research fellows. Training undertaken during a clinical fellowship cannot be recognized, for credentialing purposes, as training leading to certification in the Royal College of Physicians and Surgeons of Canada or the College of Family Physicians of Canada. Fellows completing postgraduate training are registered with the graduate school they are attending. All fellows are registered at the University Health Network (UHN) and the Department of Psychiatry, University of Toronto offices.

Definitions:

1. A **Clinical Fellow** is an individual who has completed sufficient training for a specialty qualification either in this country or in a foreign country. The fellowship is intended to permit the fellow to obtain additional experience over and above the basic specialty requirement, as well as to provide the opportunity to acquire specific or more specialized expertise that would not normally be acquired during residency training. This category is applicable to MDs only.
2. A **Research Fellow** is an individual spending 100% of the fellowship time in research. While this can be obtained in a laboratory in a subject related to the specialty training, it might also involve clinical research in the specialty. This category is available to MDs, as well as those completing graduate training.

Because a research year may be included as part of approved training for Royal College certification, some Research Fellows will differ from Clinical Fellows in that they will not necessarily have completed their specialty training. However, they have to be registered with the Postgraduate Office as residents at the appropriate level of training in order to receive credit for this year. Other Research Fellows may undertake a period of research training following completion of specialty training or during, or after, sub-specialty training.

Both Ministry of Health and non-Ministry of Health funds may be used to fund Research Fellows. Residents claiming a year of research as part of their training requirements will be identified in the Postgraduate Office as residents for the purposes of Royal College credentialing. Applicants are encouraged to contact their residency directors for the appropriate approvals.

3. **Clinical/Research Fellows:** the Postgraduate Office does not recognize a category of Clinical/Research Fellow, although some duties of the fellowships may overlap. Thus, a clinical fellow may undertake clinical research rather than laboratory research. Individuals engaged in a course of clinical study, as in a clinical fellowship, may spend some of their time in clinical research.

Fellows who are involved in both clinical and research activities must hold an appropriate independent practice certificate or a certificate authorizing postgraduate education if their research involves any contact with patients or the performance of any medical acts as part of their research project. For registration purposes, people in this category must be identified as clinical fellows.

Qualification for a Clinical Fellowship

- a) a graduate of an LCME (Liaison Committee on Medical Education) accredited school must have completed the minimum training in the specialty to qualify for Royal College certification in the specialty, and must hold a general or educational license;
- b) graduates of non-LCME accredited schools may be appointed as clinical fellows and qualify for a certificate authorizing postgraduate education if they have:
 - i. completed the Evaluating Examination of the Medical Council of Canada;
 - ii. undertaken a Pre-Entry Assessment Program;
 - iii. satisfied the current requirements for the TOEFL (Test Of English as a Foreign Language) / TSE exams, if necessary.

For exemption from the MCCEE (Medical Council of Canada Evaluating Examination) and PEAP (Pre-entry Assessment Program), a letter recommending the appointment from the Associate Dean for Postgraduate Medical Education to the CPSO (College of Physicians and Surgeons) is required. This exemption will only be granted if the applicant:

- i. has completed training in the specialty whose duration and standards are equivalent to that of the Royal College program in the specialty;
- ii. holds specialty certification in the country where training was undertaken;
- iii. is practicing as a specialist in the discipline.

Graduates of non-LCME accredited schools may be exempted from the language requirements if:

- i. their language of instruction was in English;
- ii. the language of patient care was English;
- iii. communication between colleagues was usually in English.

Clinical Fellowship Requirements

- a) Canadian citizenship, landed immigrant status or a valid work permit;
- b) Independent practice certificate authorizing the practice of medicine in the Province of Ontario, or a certificate authorizing postgraduate education issued by the College of Physicians and Surgeons of Ontario

FELLOWSHIP OPPORTUNITIES AT UHN

The goal of the Psychiatry Fellowship Training Program at UHN is to provide advanced clinical and/or research experience in academic psychiatry. At UHN, education is a fundamental part of our mission.

The Setting: University Health Network

UHN is a University of Toronto teaching hospital and ranks among the world's leading providers of exemplary patient care and innovative research and teaching. We strive to achieve global impact and are dedicated to creating a dynamic and productive environment for students, residents and fellows. The breadth of skills, proud histories and stellar reputations of Toronto General Hospital, Toronto Western Hospital and Princess Margaret Hospital that form the UHN come together to achieve a common purpose.

Research Fellowships

If you are a research fellow, you will develop a research project in collaboration with your supervisor and appropriate additional consultants. If you already hold an MD, your supervisor may encourage you to pursue a graduate degree (MSc or PhD) through the University of Toronto, subject to the regulations of the School of Graduate Studies.

Clinical Fellowships

If you are a clinical fellow, your experience will be customized in collaboration with your supervisor. Clinical research can be conducted during a clinical fellowship as previously described. If clinical research is the primary activity, then you will be categorized as a "research fellow".

Educational Program for all Fellows

Regardless of fellowship stream, all Fellows are encouraged to participate in the educational program at UHN. Please see page 21 for list and times of seminars. Please note that there are specific seminars addressing manuscript preparation and issues in research (see weekly rounds schedule- page 21).

Grand Rounds are held weekly and alternate between the Toronto General and Toronto Western hospitals. Daily shuttle bus service between Toronto General Hospital and Toronto Western Hospital is available Monday through Friday. No shuttle bus service is available on weekends and statutory holidays

Your supervisor may recommend that you attend specific program Rounds which are not listed. Fellows are also encouraged to participate in the University Wide Fellowship Research half day.

All Fellows are assured of appropriate supervision by their fellowship supervisor. Upon satisfactory completion of the fellowship, a certificate will be awarded through the University of Toronto Fellowship program. Fellows must submit a yearly evaluation to the University of Toronto Fellowship office:

Contact: Mr. Adam Roberto
Centre for Addiction and Mental Health
250 College Street, Room 828
Toronto, Ontario, Canada, M5T 1R8
Tel: (416) 979-6911 **Fax:** (416) 979-6928
Email: adam.roberto@utoronto.ca

3. Geriatric Psychiatry

This multidisciplinary program operating between the UHN and the Toronto Rehabilitation Institute (TRI) specializes in the assessment and management of older people with mood and anxiety disorders, memory problems and dementia. It has three components:

The Mood and Anxiety Disorders Module: Includes 5 inpatient beds and an outpatient clinic for late-life affective disorders

The Dementia/Memory Disorders Module: Includes 20 inpatient beds specializing in the behavioral and functional rehabilitation of people with dementia. The outpatient memory clinic involves specialists from psychiatry, neurology, geriatric medicine, and social work.

The Consultation-Liaison/Community Outreach Module: Focuses on older medical and surgical inpatients with psychiatric problems and persons in nursing homes. Research priorities are mood and anxiety disorders in the elderly and dementia.

One funded fellowship* is available.

Faculty: **Alastair Flint, MD*** (contact: alastair.flint@uhn.on.ca)
Peter Cooper, MD
Ron Keren, MD

4. Medical and Surgical Psychiatry

Through consultation liaison and outpatient services at the Toronto General and Toronto Western Hospitals, this program provides psychiatric and psychosocial care to medical and surgical patients with co-morbid medical, psychiatric and somatoform disorders. It includes a medical psychiatry outpatient assessment and treatment clinic and a mindfulness-based stress reduction clinic. Research focuses on the psychiatric aspects of cardiovascular disease, transplantation, SARS/infectious diseases, cancer and somatizing disorders. One funded fellowship* is available.

Faculty: **Susan Abbey, MD** (contact: susan.abbey@uhn.on.ca)
Sherese Ali, MD
Esther Elliott, MD
Raed Hawa, MD
Jane Irvine, MD
Kim Miller, MD
Marta Novak, MD
Donna Stewart, MD*
Rima Styra, MD
Mateusz Zurowski, MD
Jane Irvine, PhD
Robert Nolan, PhD

7. Women's Mental Health

This program focuses on mood disorders related to:

- 1) **obstetrical / gynecologic conditions** (e.g. pregnancy, pregnancy loss, postpartum disorders, menopausal disorders, etc)
- 2) **psychological impact of violence** (e.g. domestic violence, sexual harassment, stalking, abuse of patients / clients, etc).

Staff have expertise in the use of psychotropic medication in pregnancy and postpartum. Consultation, assessment and short-term therapies are provided. Research related to the influence of reproductive biology on mood and anxiety disorders is a key priority as is the evaluation of treatment effectiveness. In addition, the program provides education on women's mental health issues at the academic and lay public levels and carries out research related to the etiology and treatment of women's mental health problems. The latter aims to change clinical practice and to improve care of women suffering from these disorders. Training is available in RCTs assessing treatment in mood disorders seen in women.

Faculty: **Gail Erlick Robinson, MD** (contact: gail.robinson@uhn.on.ca)
Karen Abrams, MD
Sophie Grigoriadis, MD, PhD (contact: sophie.grigoriadis@uhn.on.ca)
Donna Stewart, MD

8. Psychiatric Education (Associated Program)

The Wilson Centre for Research in Education is dedicated to the achievement of excellence in research and practice in health professional education. It brings together professional educators, basic scientists, clinical scientists and community health care professionals for the purpose of improving teaching, learning and evaluation and facilitating educational research. It actively participates in and collaborates with the five Ontario medical schools in providing and developing graduate degree programs (Med, MA, EdD, PhD). One funded fellowship* is available.

Faculty: **Brian Hodges, MD, PhD*** (contact: brian.hodges@utoronto.ca)
Jodi Lofchy, MD
Sagar Parikh, MD

9. Further Contacts at UHN

Psychiatrist in Chief
Sidney Kennedy, MD FRCPC
sidney.kennedy@uhn.on.ca

Deputy Psychiatrist in Chief
Sagar Parikh, MD FRCPC
sagar.parikh@uhn.on.ca

Fellowship Coordinator
Sophie Grigoriadis, MD FRCPC
Sophie.grigoriadis@uhn.on.ca

Research Liaison
Larry Grupp, DSc
larry.grupp@uhn.on.ca

ELIGIBILITY REQUIREMENTS

It must be recognized that it takes time to obtain an appropriate visa, educational license (certificate authorizing postgraduate education) and, if appropriate, exemption from the Evaluating Examination of the Medical Council of Canada, if you have an MD or equivalent. In general, a minimum of **six months** should be allowed for this process, especially for overseas applicants. It is preferable, therefore, to start processing applications a year prior to the fellowship (i.e., if intending to start on July 1 2010, start the application process in 2009).

Please note that clinical fellowship appointments, which require exemption from the Evaluating Examination and the PEAP, can now only be made for two years. If a course of training longer than two years is required, that should be specified at the time of the request for the appointment as a clinical fellow.

Under exceptional circumstances (see attached criteria) a fellow who is granted exemption from the MCCEE and PEAP, may extend the fellowship beyond the two-year period. This would also require approvals by the Ministry of Health to extend the work visa and by the Registration Committee of the CPSO. The Postgraduate Dean is required to write a letter to these bodies supporting the need for the extension of the fellowship.

International Fellows are expected to show proficiency in English through the TOEFL examination (score > 560). Exemption from these examinations will not be considered by the CPSO. Since failure to obtain a passing score on either of these exams precludes the granting of a license that would permit the fellow to take part in the educational activities of the fellowship, acceptance into the program requires completion of these exams **before** entering Canada.

Research fellows who are undertaking research not involving patient contact, are not required to obtain a certificate authorizing postgraduate education but must have the appropriate employment authorization. The TOEFL/TSE is not required for these positions.

Excluded from the category of Clinical or Research Fellow are all residents taking training towards Royal College credit and employed under the PAIRO agreement. Also excluded are Visiting Professors and temporary Faculty appointments such as Clinical Associates.

International Fellows will be provided with the forms needed to obtain an educational license. A work permit will be issued once funding has been secured. This process usually requires four to six months to complete.

To work in Canada, even temporarily, a Social Insurance Number is required (see page 27).

International Physicians

As an international physician you must obtain your educational license through the College of Physicians and Surgeons of Ontario. Further information regarding registration can be obtained through accessing the CPSO website, under Info □ Physicians (www.cpso.on.ca).

You will also need to complete a PEAP (Pre-Entry Assessment Program) upon arrival. The first two On-Site Assessments will occur within 4 weeks of commencement of the program and, if problems are identified at that time, a further assessment period of up to 8 weeks may be undertaken to provide a maximum observation time of 12 weeks.

Recent Graduates from Residencies

As a physician who has recently graduated from residency, you will need to be registered with the following bodies in order to bill OHIP:

- Royal College registration
- CPSO

FUNDING SOURCES

Fellowship funding is available through a small number of Departmental Supervisors:

Eating Disorders – Supervisor: Allan Kaplan, MD

Centre for Integrative Mood Research – Supervisor: Sidney Kennedy, MD

Geriatric Psychiatry – Supervisor: Alastair Flint, MD

Gender Research in Medical and Surgical Psychiatry

– Supervisor: Donna Stewart, MD

Pediatric Neuropsychiatry – Supervisor: Paul Sandor, MD

Psychosocial Oncology and Palliative Care

– Supervisor: Lucia Gagliese, PhD Supervisor: Gary Rodin, MD

Psychiatric Education – Supervisor: Brian Hodges, MD, PhD

Peer-reviewed funding is available through application to such external agencies as:

Canadian Institutes of Health Research (CIHR) (www.cihr-irsc.gc.ca/index.html)

Ontario Mental Health Foundation (www.omhf.on.ca)

Royal College of Physicians and Surgeons (www.rcpsc.medical.org)

Canadian Psychiatric Research Foundation (www.cprf.ca)

The French Embassy (www.ambafrance-ca.org)

The government of France offers fellowships for cooperative work between French and Canadian Departments available only to Canadian citizens.

Ontario Women's Health Council (www.womenshealthcouncil.on.ca)

Heart and Stroke Foundation (www.heartandstroke.ca)

Canadian Health Services Research Foundation (www.chsrf.ca)

National Cancer Institute of Canada (www.ncic.cancer.ca)

Other funding agencies may also be contacted to explore funding opportunities, as the above listing is not meant to be all-inclusive.

Research fellowship funding requires application in conjunction with your supervisor approximately seven to eight months prior to the beginning of the fellowship. For this reason, supervisors should be chosen approximately a year in advance. Certified Canadian psychiatrists can apply for an Ontario medical license and thereby bill the Provincial Health Insurance Plan for appropriate clinical services.

TIPS FOR INTERNATIONAL FELLOWS

1. Find a supervisor
2. Clarify goals of the fellowship (both research and clinical)
3. Make sure that your salary is secured by your supervisor, foundation, sponsor, grant, etc... as there is a minimum income required by the Fellowship Program
4. Complete and submit the fellowship application form and UHN portion (following page)
5. You need a TOEFL/TSE exam to prove your English skills, if applying for a clinical fellowship. Consider that this might take a significant amount of time.
6. Your VISA will be processed by the Fellowship Office (requires time and money)
7. Health insurance is provided by UHIP (see page 38 for further details). International fellows are only eligible for OHIP after three months.
8. Immunization documents are required by the Postgraduate Office at the University of Toronto. Bring them if you are registering with the postgraduate office.
9. Open a Canadian bank account. You will require appropriate identification to do this.
10. Get a Social Insurance Number (SIN)
11. Once you are registered with U of T, you will receive a letter from the Postgraduate Office with your student number.
12. Get a U of T library card and online access.
13. Register with your hospital and get an ID badge

For Clinical Fellows Only

1. As a Clinical fellow, you will need an educational license, which means that you need a supervisor and cannot bill OHIP.
2. You have to request a registration package from the College of Physicians and Surgeons of Ontario
3. The registration has a fee and takes about 6-8 months
4. You need a photo, details of your training, letters of reference, English copy of your diploma, etc...
5. You also have to do a Pre-Entry Assessment Period (PEAP-minimum of 3 months) before you can start your clinical fellowship. You will get a special PEAP license for the period.
6. For your clinical work, you will also need medical insurance coverage with the Canadian Medical Protective Association. They have a monthly fee but most of it you will get back at the beginning of the following year, as a reimbursement.



University Health Network

Toronto General Hospital Toronto Western Hospital Princess Margaret Hospital

UHN FELLOWSHIP APPLICATION

CONCURRENT APPLICATION WITH THE UNIVERSITY OF TORONTO, DEPARTMENT OF PSYCHIATRY

To be submitted to UHN Fellowship Office, with your U of T Application TGH EN8-Room 231

Personal Information (to be completed by candidate)

Applicant's Name: _____
(First Name) (Middle Initials) (Last Name)

Present Address: _____ Permanent Address: _____

Social Insurance Number: _____ Email Address: _____

Telephone Number: _____ Fax Number: _____
(including area/country code) (including area/country code)

Fellowship Description

A. Fellowship Activities (percentage of time spent in each activity):
Research _____ Clinical _____ Training _____

B. Psychiatry Division or Program:
Division _____
(Child, General or Geriatric)

Program _____
(Addiction, Neurosciences, Culture Community & Health Studies, Health & Disease, Law & Mental Health, Psychotherapy, Health Systems, Schizophrenia, Mood & Anxiety Disorders, Women's Mental Health, Medical Education Program)

C. Education:
MD Educational License _____
PhD Independent License _____
MA

Fellow of Royal College of Physicians & Surgeons: Specialty _____ Date _____
Fellow of College of Family Physicians of Canada: Date _____



University Health Network

Toronto General Hospital Toronto Western Hospital Princess Margaret Hospital

Must be completed by Academic Supervisor

Name of Supervisor: _____ Name of Candidate: _____

Date of Fellowship: _____ To: _____
(Start Date) (End Date)

A. Teaching Centre where Fellow will be located: _____ Tel. Number: _____

B. Source of Funding:

Peer reviewed granting agency: _____ Amount: _____

Institutional Support: _____ Amount: _____

Industry Support: _____ Amount: _____

Other (Specify): _____ Amount: _____

OHIP Billings: Yes / No If yes, include OHIP Billing Number: _____

Agreement

I hereby certify that the information on this application form and attachments are true and complete. I understand that I shall be disqualified if any information is withheld or any false information has been provided and that consequently, any appointment already made or begun will be cancelled and all credit revoked.

Applicant's Signature

Date

Supervisor's Signature

Date

Office Use Only

Application Approval

Approved by: _____
UHN Fellowship Director Signature

Date

Approved by: _____
Psychiatrist-in-Chief Signature

Date

Office Required? Yes / No Locator: TWH PMH TGH

TID Number: _____

SECTION II

Starting Your Fellowship

Checklist for Fellows Starting at UHN -----	19
UHN Department of Psychiatry Organization Chart -----	20
Educational Programs for Fellows-----	21
Immunization Requirements -----	24
PEAP -----	25
CMPA Requirements-----	26
Obtaining a SIN -----	27
Conference Fund-----	28
Office Space -----	28
Computer Access -----	28
Secretarial Support Guidelines-----	29
Telephone Numbers -----	30
Library Services -----	31
Billings and Forms -----	32
OHIP Benefit Schedule-----	36
Code Directory and Emergency Numbers-----	37
Settling In Toronto -----	38
Health Care -----	38
Opening a Bank Account in Toronto -----	38
Connecting Utilities -----	38
Driving in Ontario -----	38
Registering a Vehicle in Ontario -----	39
Finding a Doctor in Toronto -----	39
Finding a Dentist -----	39

CHECKLIST FOR FELLOWS STARTING AT UHN

Upon Arrival:

- Meet with your supervisor to clarify the goals of your fellowship (both research and clinical).
- Ensure that your salary is secured by your supervisor, foundation, sponsor, grant, etc... (There is a minimum income required by the fellowship program for resident fellows).
- If you are an international fellow, upon arrival, your health insurance will be UHIP (see page 38 for further details). International fellows are only eligible for OHIP after three months.
- Immunization documents are required by the Postgraduate Office (see page 21 for further details) if you are registered with them.
- Open a Canadian bank account, if you do not already have one.
- Get a Social Insurance Number (SIN), if you do not already have one.
- Once you are registered with U of T, you will receive a letter from the Postgraduate Office with your student number, if you are registered with them.
- Get a U of T library card and online access.
- Register with your hospital in order to get your required ID badge and T-id number

For Clinical Fellows Only:

- Ensure that your educational license has been approved if you are a foreign graduate.
- Ensure that your registration with the College of Physicians and Surgeons of Ontario is complete if you are a Canadian graduate.
- Meet with your supervisor to start the Pre-Entry Assessment period (PEAP). If you are a foreign student, you will get a special PEAP license for the first 3 months.
- Make sure that your medical coverage with the Canadian Medical Protective Association has started prior to commencing any clinical work.

**DEPARTMENT OF PSYCHIATRY
(Two Divisions)**

**MEDICAL ILLNESS AND
MENTAL HEALTH
(MIMH)**

S. Kennedy, Head

- Neuropsychiatry
- Psychosocial Oncology
- Medical and Surgical

**GENERAL AND SPECIAL
POPULATION PSYCHIATRY
(GSPP)**

S. Parikh, Head

- Eating Disorders
- General/Community
- Geriatric
- Women's Mental Health

UHN Department of Psychiatry Seminars & Educational Events

2006-2007

For changes to this schedule please contact Mary Fennessey 416 340-4800 x 4938 or mary.fennessey@uhn.on.ca

Monday	Tuesday	Wednesday	Thursday	Friday
<p style="text-align: center;">12:00 – 1:00 pm Behavioural Sciences & Health Division Research Seminar TGH – Hugh Orr Cameron Conference Room, Gerrard Wing 1-534 Contact: Sharon Wright</p> <p style="text-align: center;">4:00 – 5:30 pm CBT Didactic: Sept-Dec/06 Supervision: Jan-June/07 (every second week) Contact: Dr. K. Fung</p>	<p style="text-align: center;">2:00 – 3:30 pm Family & Marital Therapy Seminar Elective for all interested residents Jack Brandes, MD TGH –EN8-220</p> <p style="text-align: center;">3:30 – 5:00 pm General Psychiatry Seminar Sep/06 – Jan/07 (Location depends on presenter) Contact: Mary Fennessey</p>	<p style="text-align: center;">8:30-9:45 am Medical Psychiatry – Core Curriculum for C/L Residents <i>PMH</i> <i>610 University Ave. 16th floor, Room 726</i> Contact: Sharon Wright</p> <p style="text-align: center;">9:00 am – 12:00 noon <i>PGY-2</i> <i>Core Lectures</i></p>	<p style="text-align: center;">12:00 Noon – 1:00 pm Neuropsychiatry Rounds/Lunch TWH ECW 3D-033 Contact: Sharon Chung</p> <p style="text-align: center;">1:45-2:45 pm Junior Psychotherapy Seminar TGH – 8 EN-324 Sam Izenberg, MD</p> <p style="text-align: center;">3:00 – 4:30 pm IPT Didactic: Sept-Dec/06 Supervision – Jan-June/07 (every second week) Contact: Dr. S. Grigoriadis</p>	<p style="text-align: center;">8:30 – 9:30 am Sleep Rounds MedWest Bldg 2nd floor TWH Dr. C. Shapiro Contact: Suzanne Alves</p> <p style="text-align: center;">10:15 – 11:30 am Cancer and Psychotherapy Seminar – PMH – (Palliative Care Unit) 16th Floor, Room 119 Gary Rodin, MD Contact: Sharon Wright</p> <p style="text-align: center;">10:30 – 11:30 am Emergency Psychiatry Seminars “Case of the Week” Jodi Lofchy, MD TWH - FP 6-103 Contact: Pam Maciejowski</p> <p style="text-align: center;">12:00 – 1:00 pm Grand Rounds (rotating locations monthly)</p> <p style="text-align: center;">1:00-2:30 pm Staff/Resident lunch (monthly, rotating locations)</p>

Psychosocial Oncology and Palliative Care

2006-2007

For further information or changes to the schedule contact Sonia Silva 16-2897

Monday	Tuesday	Wednesday	Thursday	Friday
<p>8:30 - 9:30am Palliative Care Unit Interdisciplinary Rounds 16-119</p> <p>12:00 - 1:00pm Behavioural Sciences and Health Research Seminar</p> <p>Hugh Orr Cameron Classroom, TGH Contact: Drs.Rodin & Devins</p>	<p>8:00 - 9:00am Pain and Symptom Management Rounds 4th Tuesday of Month 18 Floor, Pencer Centre, PMH Contact: Dr. Zimmerman</p>	<p>9:00- 10:00am Quality of Life Manuscript Review Seminar 9EN-244, TGH Contact: Dr. Devins</p> <p>1:00 - 2:00pm Support Group Research 9th EN- 244, TGH Dr. Esplen and Scott Secord</p> <p>4:00 pm Department of Medical Biophysics Student Seminar Series PMH, 6-604</p> <p>4:00pm <i>Centre for Bioethics Rounds</i></p>	<p>8:00 - 9:00am Palliative Care Fellow Rounds (1st and 3rd Thursdays) Temmy Latner Centre, MSH</p> <p>9:00 - 10:30am (1st Thursday of month) Palliative Care Journal Club MSH, 11th Floor Classroom Kate Castonguay, 17-7885</p> <p>9:00 –10:30 am (3rd Thursday of month) Palliative Care Complex Care Rounds,</p> <p>12:00 - 1:00pm Neuropsychiatry Rounds TWH Dept. of Psychiatry Conf. Room ECW 3D-033</p> <p>12:00-1:30pm Group Therapy Tape Review Contact Dr. Esplen for approval to attend</p>	<p>8:00 am Oncology Grand Rounds-tba</p> <p>9:00 - 10:00am BSH Research Development Board Room M-805,PMH Dr. Devins</p> <p>10:10 - 11:00 (1,2,&4th Fri) Psychotherapy and Cancer 16-726, PMH Dr. Elliott</p> <p>10:00 - 11:00 (3rd Friday) Psychosocial Oncology and Palliative Care Grand Rounds 6th Floor Auditorium, PMH</p> <p>11:00 - 12:00 Oncology for the Psychosocial Professional Pencer Conference Room, 18th Floor, PMH</p> <p>12:00 - 1:00pm UHN Psychiatry Grand Rounds Location tba weekly</p> <p>1:00 - 2:00 pm Intervention Research 9 EN, Room 244- TGH Dr. Mary Jane Esplen</p> <p>1:00 - 2:00pm Multidisciplinary Rounds Pencer Conf Room 18flr, PMH</p> <p>2:00 - 3:00pm Palliative Psychiatry Seminar 16-726, PMH Dr. Rodin</p>

IMMUNIZATION REQUIREMENTS

Documentary proof of current immunization against specific diseases must be submitted to the Postgraduate Medical Education Office. Fellows cannot start clinical practice without completing the immunization requirements. The specific immunization requirements are:

1. **Tuberculosis** – Students must have an initial baseline two-step Mantoux skin test, and an annual TB skin test thereafter if the results are negative. A chest x-ray is required if the TB skin test is positive.
2. **Hepatitis B** – Immunization is a series of 3 injections. Following vaccination, all students must be tested for anti-HBs antibodies, and the results must also be submitted to the Faculty Postgraduate Office. Individuals who are non-immune (i.e. do not have the antibodies against HBsAg or no prior history of immunization) must be screened for the surface antigen (HBsAg) prior to registration. If the HBsAg result is positive, a further screen for e-antigen (HBeAg) must be performed. Those who are non-immune and HBsAg negative must undergo a second series of HBV immunization, and subsequent lab evidence of immunity. **Registration status for HBV Carriers remains CONDITIONAL until the Expert Panel on Infection Control reviews their case.**
3. **Measles, Mumps, Rubella** – Proof of either immunization or positive titre results.
4. **Chicken Pox** – Details of history of infection, or VZV titre, or 2 varicella vaccines.
5. **Diphtheria, Tetanus and Polio** – Immunization against diphtheria, tetanus and polio is generally valid for ten years. Proof of up-to-date immunization status is recommended.

Completed full immunization forms and TB skin test forms are to be returned to the Postgraduate Medical Education Office.

THE PRE-ENTRY ASSESSMENT PROGRAM (PEAP) For International Fellows Holding an MD

The Postgraduate Office and the Postgraduate Dean must ensure that:

1. Each program has in place a valid assessment process to ensure that the candidate can commence training at the designated residency level;
2. There is an On-Site Clinical Assessment specific for each program;
3. Goals and objectives, defined by the individual program, be in place upon which to base the assessment process; These goals and objectives must include:
 - i. knowledge (defined by the individual program);
 - ii. skills relevant to practice in a particular program but not specific to it;
 - iii. attitudes (including communication, ethics and behaviour).

There is an evaluation process in place that conforms to the following guidelines:

1. evaluation should be based on an oral examination supported by observations of the candidate during the period of observation;
2. the oral evaluation will be undertaken by two examiners, one of whom will be from outside the program to which the candidate is applying;
3. the formal evaluation will occur twice in the first 4-week period and will involve two observers as in ii) above;
4. there must be different persons for each evaluation.

The first two On-Site Assessments will occur within 4 weeks of commencement of the program and, if problems are identified at that time, a further assessment period of up to 8 weeks may be undertaken to provide a maximum observation time of 12 weeks. Following each evaluation a written report must be provided to the candidate in a timely fashion copied to:

1. the supervisor of the candidate, the Program Director and the Postgraduate Dean;
2. this must be supplemented by a verbal evaluation given to the candidate immediately following the evaluation.

At the end of the assessment period (4 or up to 12 weeks), a final written summation will go to the candidate, Program Director and Postgraduate Dean with one of the following recommendations. The candidate may:

1. enter the fellowship or residency training program;
2. undergo a further period of assessment with the goals of the period to be identified by the Program Director and approved by the Postgraduate Dean. However, no further assessment period will be permitted if the candidate is deemed unsatisfactory at the 12-week mark, and the candidate will be denied entry to the program.

The On-Site Assessment and recommendation will immediately be communicated by the Office of Postgraduate Education to the CPSO using the appropriate form.

HOW TO APPLY FOR CMPA

You may apply for Canadian Medical Protection Association (CMPA) membership if you are a graduate in medicine and are duly licensed in accordance with all provincial/territorial requirements.

To apply for membership, visit the CMPA website at www.cmpa-acpm.ca:

1. Print and complete the Membership Application/Reactivation Form.
2. Using the online fee calculator, determine the membership fee that applies to your particular situation
3. Submit the completed Membership Application/Reactivation form with your payment to the CMPA.

Membership begins only when CMPA has received a completed Membership Application/Reactivation form, applicable payment, your license/registration number and all necessary documents.

You will receive written proof of CMPA protection (your Membership Update), plus an information package about CMPA services in the mail.

*** If you are a clinical fellow, you must complete and submit the "Questionnaire for Postgraduate Trainees and Clinical Fellows" with the Membership Application/Reactivation form.

OBTAINING A SOCIAL INSURANCE NUMBER

How do I apply for a Social Insurance Number (SIN)?

To work in Canada, even temporarily, a Social Insurance Number is required. On arrival in Toronto, visit the nearest Human Resources and Development Canada (HRDC) office to obtain your temporary SIN number. Bring your work permit, passport, and U of T letter of engagement. The application for a SIN number can be obtained at the office and is approved by an Human Resources and Development Canada (HRDC) representative.

For more information on HRDC or for other office locations, please link to the HRDC web site (www.hrdc-drhc.gc.ca).

Toronto:

25 St. Clair Avenue East
Toronto, Ontario M4T 3A4
or
900 Dufferin Street
Toronto, Ontario M6H 4B1

Scarborough:

811 Danforth Avenue
Toronto, Ontario M4J 1L2
or
200 Town Center Court
Scarborough, Ontario M1P 4X9

Mississauga:

3085 Glen Erin Drive
Mississauga, Ontario L5L 1J3
or
2525 Dixie Road
Mississauga, Ontario L4Y 2A1

CONFERENCE FUND

UHN is able to support conference travel depending on the availability of funds. Please contact Dr. Sophie Grigoriadis.

The University of Toronto Fellowship Program hosts an annual travel award competition. Contact Adam Roberto for deadlines and application forms.

OFFICE SPACE

Your office space has been arranged by your supervisor in collaboration with Susanna Hwang, Administrative Coordinator. Please contact your supervisor for any questions and concerns.

COMPUTER ACCESS

Please note that it may not always be possible to have an office with a computer but all Fellows will be provided with a "t-id number" in order to facilitate access to the Intranet resources such as UHN News, the virtual Library, Departmental Web sites, Online Forms and UHN Directory. These resources will be accessible at one of the many secure terminals located throughout the hospitals. Please contact Susanna Hwang, Administrative Coordinator, in order to access the online forms and signatures necessary to initiate this process.

Please contact the Customer Care Centre at extension 4357 (H-E-L-P) with any questions, or if you experience any difficulty.

SECRETARIAL SUPPORT GUIDELINES

The Department of Psychiatry strives to maintain the highest standard of secretarial support for the staff within its financial parameters. To accomplish this, it is important that the staff understand the structure and how to best access the system. You will receive support from your supervisor's secretary and should speak to them directly in regards to the administrative support that is available to you.

Please understand that the secretarial staff has been organized into a group structure to provide administrative support to the Psychiatrist-in-Chief, Deputy Chief, Program Directors, Clinic Heads, Full and Part-time Psychiatrists, Fellows, Residents and Support Staff. In order to provide service for everyone, each secretary has been assigned to more than one individual staff member. To equalize the workload, the number of staff assigned per Secretary is predominantly based on the psychiatrists' clinical volume, administrative responsibilities, research and academic activities.

Secretarial coverage for the Department is Monday to Friday, from 0900 to 1700 hours. Secretaries are entitled to two 15-minute breaks, a one hour for lunch at TGH and PMH and ½ hour lunch TWH. Because the Secretaries are responsible for more than one staff member, they set their own priorities within the given workload.

The Secretaries are responsible to the Secretary Supervisor at TGH, TWH and PMH. Any issues or concerns related to secretarial services should first be discussed with your supervisor.

FREQUENTLY USED TELEPHONE NUMBERS

To call within the university Health Network, dial the 2 digit site prefix number and then enter the extension e.g. 14-4800. The following is a list of the site prefixes:

TWH: 13
TGH: 14

PMH: 16
MSH: 17

DEPARTMENT	TWH	TGH	PMH
Admitting	5379	3921	4770
Audio/Visual Equipment	5446	4475	4475
Cashier	5191	3425	4612
Catering	8778	8778	8778
Chart Requests/ Medical Records	14-3416		
Computer Help Desk	4357	4357	4357
Emergency Assistance Number (call code)	5555	5555	5555
Emergency	2777	3947	N/A
Emergency Psychiatry (Crisis Team)	13-2453		
Environmental Services (Housekeeping)	5676	4027	2991
Forgot Your Password (Help Desk)	4357	4357	4357
Identification/ Badge	14-8275		
Interpreters/Translation	13-6400		
Family Health Center	13-5888		
Main Information	5702	4049	4558
Mail Room	5782	3457	4488
Nurse Manager (Sandra Emmons)	14-3042		
Occupational Health	5121	3267	2090
Printing	14-3262		
Receiving	5639	3850	4620
Room Bookings	13-6403		
Security	14-4901/4111		
Transportation	5782	3232	3232

** Please see UHN Telephone Directory for all up-to-date phone numbers, available through the UHN Intranet (<http://intranet.uhn.ca>)

UHN HEALTH SCIENCES LIBRARY SERVICES

The Fellowship Office can prepare individual letters for Fellows wishing to access Library Services at various sites (contact: adam.roberto@utoronto.ca). A Fellow interested in accessing these services should first contact the potential Library system and inquire what requirements are applicable, as these may differ from site to site.

At UHN we have 3 library locations available, the Health Sciences Library at the General, the R.C. Laird Health Sciences Library at the Western and the Ontario Cancer Institute Library at Princess Margaret Hospital. The libraries are open daily from 8:30 am to 7:00 pm Monday to Friday with the library at the General open Saturday from 10:00 am to 5:00 pm. All libraries are closed on statutory holidays. Loan periods for journals are 1 week and up with up to 3 renewals and for books are 2 weeks and up to 3 renewals. For document delivery please call (416) 340-4121

<p>TORONTO WESTERN HOSPITAL</p> <p>Location: 3 FP-197 Hours: Monday to Friday from 8:30 am - 7:00 pm Telephone: 13-5750 Fax: 13-5326</p>	<p>TORONTO GENERAL HOSPITAL</p> <p>Location: 1EN-418 Hours: Monday to Friday 8:30 am - 17:00 pm Saturday 10: a.m. to 5:00 p.m. Telephone: 14-4121 Fax: 14-4384</p>
<p>PRINCESS MARGARET HOSPITAL</p> <p>Location: 5th floor room 506 Hours: Monday to Friday 8:30 am - 7:00 pm Telephone: 16-4482 Fax: 16-2084</p>	<p>ARCHIVES TGH, TWH AND PMH SITES</p> <p>Historical collection in a wide range of formats available. Telephone: 16-2081 Fax: 16-2084</p>
<p>USEFUL WEBSITES</p> <p><u>University Health Network</u> www.uhn.ca/education/library/library.html</p> <p><u>University of Toronto library</u> www.library.utoronto.ca</p>	<p>HEALTH SEARCH</p> <p>Telephone: (416) 340-3259 Fax: (416) 340-2812 Email: healthsearch@uhn.on.ca</p>

** Having registered with the University of Toronto, you are entitled to a U of T library card.

BILLING CLERKS

If you are a Clinical fellow, you need to submit your billings to the appropriate billing clerk. This can also be done through your supervisor's assistant.

Toronto General Hospital and PMH

Sally Yu
14-4572

Toronto Western Hospital

Doreen MacLeod
13-5807

Billing submission is run on the 18th of every month; please ensure all information is forwarded to billing clerks by the 10th of each month. Please ensure all billings for the previous month are submitted by this date.

Using either the Inpatient or Outpatient forms that will be provided to you, please supply the billing clerk with:

- Patient's name
- MRN
- Date of consult
- Type of consult (A195 – new, K198 follow up, etc)- see attached OHIP billings sheet
- Name of referring doctor and their billing number for new patients

** Please have supervisor sign off before submitting your billings.

ADMINISTRATIVE QUESTIONS REGARDING OHIP BILLINGS

For those fellows with a medical degree who will bill OHIP, please note that fellows pay a percentage of expenses to the Partnership. Please contact Susanna Hwang, Administrative Coordinator, at (416) 340-3046 for further details.

OHIP BENEFIT SCHEDULE

(updated May 2006)

CODE	SCHEDULE OF BENEFITS
A193	Specific Assessment
A194	Partial Assessment
A195	Consultation
A196	Repeat Consultation
A197	Consultation on behalf of disturbed child – consultative interview with parents
A198	Consultation on behalf of disturbed child – consultative interview with child
C192	In-patient services – subsequent visits up to 5 weeks per visit
C193	Hospital In-patient Services – specific assessment
C194	Hospital In-patient Services Specific re-assessment
C196	Hospital In-Patient Services Repeat consultation
C197	Hospital In-patient services subsequent visits 6 th -13 th wks inclusive (max of 3/wk per visit)
C198	Hospital In-Patient Services Concurrent care
C199	Hospital In-patient Services – subsequent visits after 13 th wk (max. of 6 mth) - per visit
C895	Hospital In-Patient Services Consultation
K190	Individual In-Patient psychotherapy
K191	Family psychiatric care, In-patient
K192	Individual Hypnotherapy
K193	Family psychotherapy – Inpatients
K194	Group Hypnotherapy
K195	Family psychotherapy Outpatients
K196	Family psychiatric care – outpatient
K197	Individual Out-patient psychotherapy
K198	Psychiatric care, out-patient
K199	Psychiatric care, in-patient
K200	Group psychotherapy, In-patients – 4 people
K201	Group psychotherapy, Inpatients – 5 people
K202	Group psychotherapy, Inpatients 6 – 12 people
K203	Group psychotherapy, outpatients – 4 people
K204	Group psychotherapy, outpatients – 5 people
K205	Group psychotherapy, outpatients – 6-12 people
G478	In-patient electroconvulsive therapy ECT fee
G479	Out-patient electroconvulsive therapy ECT fee

DIRECTORY

Codes/Emergency Numbers

Emergency Assistance
Ext. 5555 (To be used for ALL code calls)

Emergency Assistance Codes

Fire	Code RED
Horizontal Evacuation	Code GREEN
Vertical Evacuation	Code GREEN STAT
Total Evacuation	Code GREEN TOTAL EVACUATION
Bomb Threat	Code BLACK
Missing Patient	Code YELLOW
Hazardous Spill	Code BROWN
Violent Person	Code WHITE
External Disaster	Code ORANGE
Cardiac Arrest	Code BLUE
PMH Medical Emergency	Code MEDICAL EMERGENCY PMH
Internal Disaster	Code GREY

In Case of Fire

Remove Occupants
Enclose Area
Activate Alarm
Call 5555
Try to Fight Fire

Security

PMH: Ext.4478

TGH: Ext.4111

TWH: 14-4111

MSH: Ext.4850

SETTLING IN TORONTO

Health Care

It is very important that all international postdoctoral trainees visit the Postdoctoral Office to inquire about health care coverage. All international Post-Doctoral Fellows are required to enroll in the University Health Insurance Plan (www.uhip.ca) for the first three months that they are in Canada. UHIP was created to offer affordable insurance to pay the cost of the hospital and medical services that fellows and their families might need to maintain their health while at a participating university in Ontario. After a three-month waiting period, fellows are eligible to enroll in the Ontario Health Insurance Plan (OHIP). For information on OHIP eligibility, visit the OHIP Web site (www.health.gov.on.ca) or contact OHIP at 1-800-268-1154.

Opening a Bank Account in Toronto

International Postdoctoral Fellows should consider opening a bank account in Toronto. To open an account, visit your local bank and present two pieces of identification such as a passport, driver's license, or Social Insurance Number. One piece of identification must have a photo.

Connecting Utilities

When renting an apartment or house, utilities will need to be connected. The major utilities are phone, hydro (electricity), and gas. Two pieces of identification, and information/verification of your employment status must be provided to a utility company before it agrees to connect services. Engagement letters can be used to verify employment.

Telephone

Bell Canada: (416) 310-2355 or www.bell.ca

Hydro

Customer Care (416) 542-8000 or www.torontohydro.com

Natural Gas Service

Customer Care (416) 492-5100 or www.cgc.enbridge.com

Driving in Ontario

A valid Ontario Driver's License gives you permission to drive in the province of Ontario. It can also be used for identification purposes. To change your current license to an Ontario license and to find out about driving in Ontario, please visit your local Ministry of Transportation of Ontario Office.

Registering a Vehicle in Ontario

To register a vehicle in Ontario, the vehicle must have current insurance, be safe, and be emissions-clear. Securing insurance should be the first step in the registration process. All vehicles must be inspected for safety and for emissions under the Ontario Drive Clean program. Once a safety certificate has been issued, the vehicle can be registered with the Ministry of Transportation of Ontario (MTO). MTO offices closest to the St. George campus are:

Address: 900 Bay Street	Telephone: (416) 325-8650
Address: 519 College Street	Telephone: (416) 929-5400
Address: 137 Yonge Street	Telephone: (416) 362-3312

Insurance papers, current registration, safety certificate, car title, and customs forms must be presented to the MTO where a license plate will be issued.

Finding a Doctor in Toronto

To secure a family physician in Toronto, you must first find a doctor who is accepting new patients. The College of Physicians and Surgeons of Ontario offers a useful Web tool called "Doctor Search" accessible by using their website: www.cpsso.on.ca.

Finding a Dentist

The Ontario Dental Association offers a search tool called "Looking for a Dentist?" (www.dental.oda.on.ca) to help patients find a dentist in their local area who is accepting new patients. The Faculty of Dentistry at the University of Toronto also has a Patient Clinic offering full-service dental care, at reduced rates. For further information about this program, please call (416) 979-4927 and ask to book a screening appointment.

Please Note: This telephone number can be extremely busy and the wait can be quite long. Once you have become a patient of the Faculty, you will be assigned a student provider and should not need to call this number again so please be patient with our staff as you wait for your call to be answered. You should avoid calling between 8:30 and 10:30 a.m. and again between 12:30 and 2:30 p.m., as these are the busiest times on the phone lines.

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