

## **GUIDELINES FOR APPLICATIONS FOR CLINICAL FELLOW TRAINING**

1. Clinical Fellow Training is additional clinical or research training in an applicant's specialty or sub-specialty provided by a Department/Division of a Health Authority or of The University of British Columbia ("Training"). With the exception of applicants in the Royal College of Physician and Surgeons ("Royal College") Specialty Examination Affiliate Program ("SEAP"), the Training will not be used towards establishing eligibility for specialty or sub-specialty certification by the Royal College.
2. Upon completion of the training Clinical Fellows will not be eligible to write the Royal College certification examination.
3. The College of Physicians and Surgeons of British Columbia ("CPSBC") does not recognize SEAP as meeting any requirements for licensure in British Columbia under its bylaws.
4. An applicant for Training must have successfully completed educational requirements for certification as a specialist as determined by the Royal College, or have been recognized as a medical or surgical specialist in the jurisdiction of practice immediately prior to applying for registration.
5. Applicants who wish to have the Training considered for eligibility for specialty or subspecialty certification by the Royal College SEAP must declare their intention at the time of the application and prior to the commencement of Training. Applicants who fail to declare their intention will not receive a Final In-Training Evaluation ("FITER") or equivalent sign-off by University of British Columbia, Faculty of Medicine, Post-Graduate Medical Education Associate Dean ("PGME Dean") for submission to the Royal College.
6. Training of SEAP Clinical Fellows falls within the academic jurisdiction of PGME. SEAP applicants must fulfill all PGME requirements for training in specialty programs offered by PGME. SEAP applicants must submit a SEAP application and pay a Training fee as required by PGME.
7. All applicants must obtain and maintain an education license issued under section 2-26 of the College of Physician and Surgeons of British Columbia bylaws ("Education License"). The granting of an Education License is wholly within the jurisdiction of the College and the applicant is responsible for meeting all requirements imposed by the College for the Education License. Any questions regarding the College requirements or whether an applicant has met those requirements should be directed to the College.
8. Applicants must maintain appropriate permits and/or visa documentation required by Citizenship and Immigration Canada to allow them to undertake the Training. Obtaining College licensing and any necessary permits and/or visa documentation is the responsibility of the applicant and must be obtained before the commencement of the Training.

9. Applicants must be sponsored by either The University of British Columbia or a Health Authority. Responsibility for delivery of the Training rests with the sponsoring Health Authority or University Department or Division.
10. All Training must be undertaken pursuant to a Clinical Fellow Training Agreement between the applicant and the University or Health Authority in which the Training will take place. The Training Agreement will set out the terms and conditions under which the Training will be undertaken and must contain a training plan signed by the applicant and the training supervisor ("Training Plan"). A copy of the Training Agreement must be forwarded to the College.
11. The Department/Division Head of the Health Authority or University in which the Training will take place must support the Training Plan proposed for the applicant and must sign the application form. If the applicant is sponsored by the University, the Head of the Department/Division in the Health Authority in which the Training will take place must also sign the application form.
12. Clinical Fellows are not registered as students or residents with the University and do not pay any University registration fees. Clinical Fellows, other than those in SEAP, are not registered in PGME Programs and will not be eligible for a Royal College FITER assessment, or equivalent sign-off by the PGME Dean as required by the Royal College to establish eligibility for specialty or sub-specialty certification. The University will not consider Clinical Fellows for positions as postdoctoral research trainees or in PGME subspecialty residency programs.
13. The College requires all applications for Clinical Fellow Training to be approved by the PGME. The Dean's approval confirms that the applicant is sponsored by a Department/Division Head of a Health Authority or of The University of British Columbia and will undertake Training subject to a Training Agreement and subject to the granting of an Educational-Postgraduate (fellow) class license ("Educational License") by the College. The Application for Approval of Fellowship Training is available on the PGME website: <http://postgrad.med.ubc.ca>
14. Applicants must submit their completed application packages to PGME. The Postgraduate Dean will not approve any application where the applicant does not have a Training Agreement and Training Plan. If the applicant wishes to participate in SEAP, the application must also contain a separate SEAP application in a form prescribed by PGME and any fee required by PGME.
15. If the application is approved by the Postgraduate Dean the application form and the supporting documents will be returned to the sponsoring Department/Division. The Department/Division is responsible for forwarding all appropriate documents to the College. The applicant is responsible for obtaining an Educational License from the College prior to engaging in any Training under the Training Agreement.