

## **Clinical Fellowship Program**

### **Terms of Reference**

#### **1. Background**

In 2023, a committee of subject matter experts met to discuss the feasibility, funding, recruitment, and inclusion criteria for a clinical fellowship program. SEAMO has provided a one-time investment of \$1 million from the Recruitment Fund in an effort to encourage recruitment of clinical fellows into SEAMO-funded positions.

#### **2. Purpose**

The purpose of the Clinical Fellowship Program (CFP) is to support recruitment into SEAMO-funded positions, by providing funded opportunities for clinical fellows to obtain additional training following the Royal College/Family Medicine accredited residency training period.

#### **3. Scope and Guidelines**

- i. For the purpose of the use of this fund, an eligible clinical fellowship:
  - Must not already receive full ministry funding or full funding from another source (i.e., an endowment or charity). A fellowship that has partial funding may be considered, as long as the total funding from all sources will not exceed \$100,000.
  - Must be predominantly clinical (over 50% clinical activity)
  - May be completed in Kingston or at another academic institution in Canada or abroad
  - Must accompany intent to recruit from the Department Head to ensure there is a vacant position for the fellow
  - Must enhance skills so that the fellow would be able to fill an existing or upcoming vacancy for a SEAMO-funded position
  - Is not only permitted, but encouraged to be cross-departmental, as they can meet clinical need in more than one department, therefore making a larger impact
- ii. This one-time investment from SEAMO will be able to fund up to 10 positions of approximately \$100,000. Fellowships that are being funded from another source are only eligible for an amount from SEAMO that would make their total funding equal to \$100,000. (e.g., a fellowship funded \$60,000 from another source is eligible for maximum of \$40,000 in CFP funding).
- iii. Current faculty members (GFT, Adjunct 2) are generally not eligible.

- iv. As the objective of this program is to train physicians for careers as SEAMO-funded physicians, applications for awards must clearly articulate how the proposed clinical training will enable this career path.
- v. All vacancies will be considered of equal priority but will be evaluated for awards based on clinical need. Current vacancies are a priority, followed by new positions.
- vi. Awards are one-year, non-renewable fellowships. The awards will typically be adjudicated in conjunction with SEAMO's regularly scheduled funding competitions. However, off-cycle requests from Departments may be considered to facilitate timely recruitments.
- vii. If a candidate does not successfully complete their fellowship within the year, SEAMO will not provide financial support for additional training.

#### 4. Administration

- i. The SPRC has responsibility, authority, and accountability for the administration of this award.
- ii. An adjudication committee of subject matter experts will manage the application and review process and make recommendations to the SPRC.
  - a. Medical Director, SEAMO (Chair, non-voting unless a tie-breaker or conflict of interest)
  - b. Associate Dean, PGME
  - c. Vice Dean, Health Sciences Education
  - d. SPRC Representative
- iii. Departments make applications for awards on behalf of the candidates whom they have identified. In order for a candidate to be eligible for an award, the following commitments must be made:
  - a. The recruiting department must confirm that there will be a vacant position available for the fellow
  - b. The awardee must agree to work as a SEAMO-funded physician for at least a three-year period following the completion of their fellowship. Return of service duration will be pro-rated (reduced) proportionate to partial fellowship funding awarded
    - i. If, after accepting the SEAMO position, the fellow subsequently resigns or is removed or suspended from the position or is otherwise unable to fulfill the entirety of the duties and responsibilities associated with that position within the Return of Service Period, for any duration and

- for whatever reason, then \$50,000 (being 50% of the Funding) will be immediately due and owing to SEAMO and must be repaid.
- c. The hospital or organization that will employ the candidate following the fellowship must sign off on the specific skill set that the fellow will return with to plan for required resources.
- iv. Successful applicants who will be engaging in a clinical fellowship program at Queen's University, must contact the PGME Office ([sponsored.applications@queensu.ca](mailto:sponsored.applications@queensu.ca)) to initiate the registration process, as this process will take 8 months for international candidates.
- a. The PGME office must receive the program submission by the corresponding date that can be found at this link:  
<https://meds.queensu.ca/academics/postgraduate/prospective/admission/fellowships>
  - b. If this does not happen, the start date of the fellowship will be impacted.
  - c. Successful applicants who will be engaging in a clinical fellowship program located at another institution must connect with the PGME office at that institution to inquire about program submissions and dates, as they may differ from those at Queen's.