



Family & Community Medicine
UNIVERSITY OF TORONTO

Clinical Research Certificate

Student Handbook 2016 - 2017

**CRITICAL APPRAISAL
STUDY COLLABORATOR**

EVIDENCE
BASED

RESEARCH METHODS

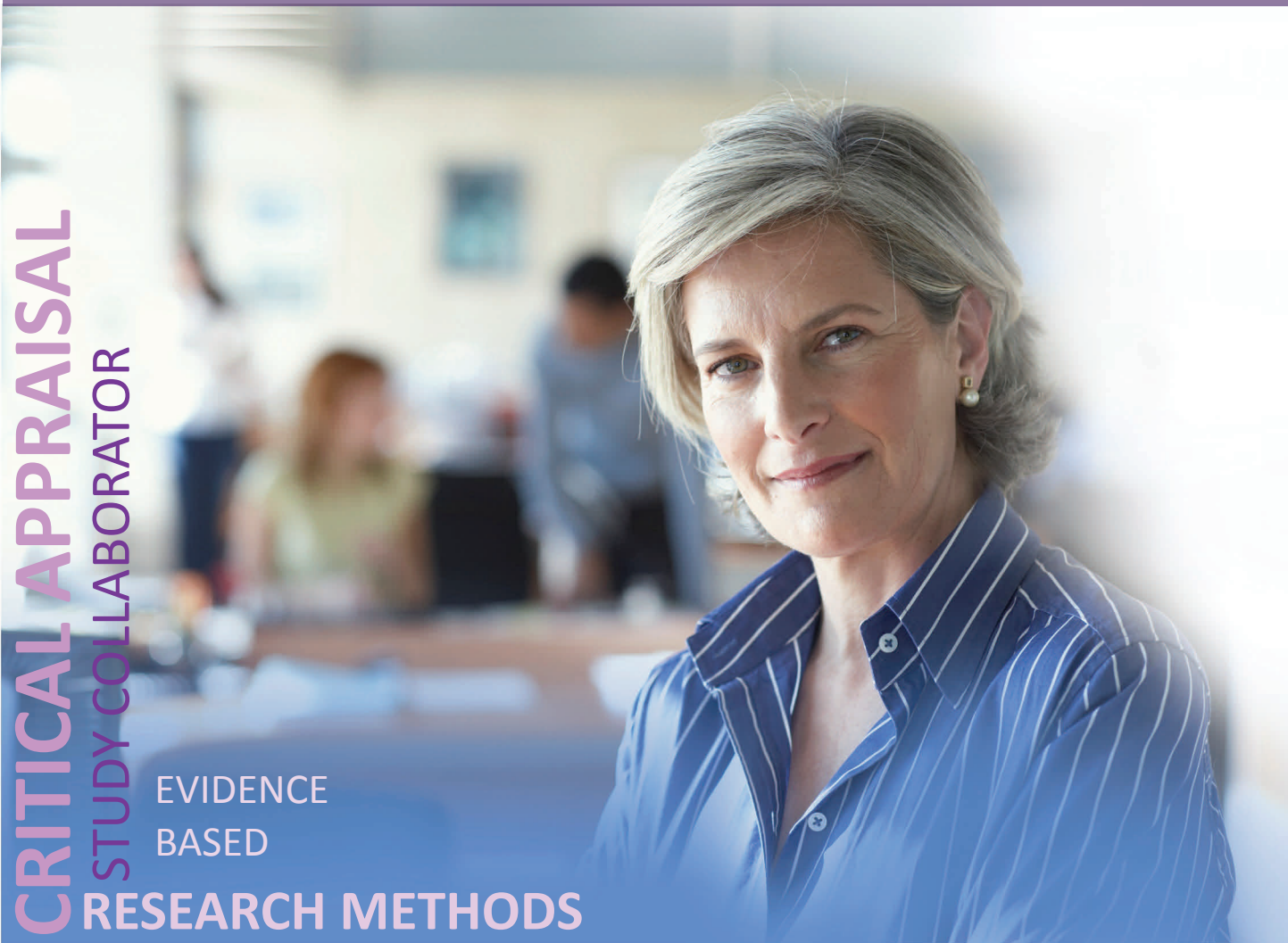


Table of Contents

Handbook also available online: uoft.me/gettingstarted

Program Information

Program Description	3
Program Requirements	3

Course Information

Course Completion Checklist	4
Course Schedule	4
Course Descriptions	5

Academic Information

Online at UoFT	6
Policies and Guidelines	6
DFCM Amenities	7
AFGS Student Support Fund	7

General Information

Living in Toronto	8
Holiday Schedule	9
Useful Websites	10
Contacts	11

Program Description

The Clinical Research Certificate program's goal is to provide enhanced training in research methods for DFCM faculty members, postgraduate family medicine residents, international fellows and community based health care professionals who want to improve their ability to effectively use and collaborate in research.

Completion of the certificate will significantly enhance your ability to understand, effectively use, engage in and collaborate in research. It is not intended as a substitute for a research-based graduate degree, nor is it intended to lead to independent research projects (i.e., to take on a Principal Investigator role in large projects).

Program Objectives

After completing this certificate program, students will be better able to:

- Understand the differences between quantitative and qualitative research;
- Understand the various quantitative research designs and qualitative traditions;
- Develop meaningful quantitative and qualitative research questions
- Understand quantitative and qualitative data collection procedures;
- Understand the approaches taken to quantitative and qualitative data analysis;
- Critically appraise the quality of quantitative and qualitative research;
- Contribute to writing grant proposals and research ethics board applications; and
- Write a research report

Certificate of Completion

Courses/activities will be evaluated on a pass/fail basis. Participants who are planning to graduate should contact the Program staff at least four weeks prior to their program end date. Participants will receive a Certificate of Completion from the Continuing Professional Development office (CPD), Faculty of Medicine, University of Toronto. There is no terminal evaluation (examination or thesis) for the Clinical Research Certificate program.

Program Requirements

The Clinical Research Certificate is comprised of three components:

Two Required Courses

- FD05: Research Issues in Family Medicine and Primary Care
- FD1001: Introduction to Qualitative Methods for Health Services & Policy Research

Practicum (fieldwork)

The practicum (FD91) provides an opportunity for reflective hands-on practice of knowledge and skills in health professional clinical research.

One course selected from the following

The elective course allows participants to explore one course from a variety of relevant research topics.

- FD01: Appraising and Applying Evidence to Assist Clinical Decision-Making (online)
- FD13: Leading Improvement in the Quality of Health Care for Community Populations
- Pilot 4: Applied Survey Methods for Health Care Professionals
- Pilot 5: Using Data to improve individual health, practice performance and understand social determinants

CRC Course Completion Checklist

Please use this checklist to keep a record of your courses and for discussion with the Program Director during your quarterly meeting (semi-annual for part-time learners).

Name: _____ Expected End Date: _____

Start Date: _____ Actual End Date: _____

Requirements	Proposed Start Date	Proposed Completion Date	Actual Completion Date
FD05: Research Issues in Family Medicine / Primary Care			
FD1001: Introduction to Qualitative Methods in Health Services and Policy Research			
FD91: Clinical Research Practicum			
Selective Course: (one of FD01, FD13, Pilot 4 or Pilot 5)			

Course Schedule

Dates are subject to change; please consult our website for the most current information: uoft.me/courses

Course Title	Instructors	Period	Time	Location
FD01: Appraising and Applying Evidence to Assist Clinical Decision Making	W. Rosser, C. Holmes, MB DeRocher	Sept - Dec, Jan - Apr, May - Aug	Variable	Online
FD05: Research Issues in Family Medicine / Primary Care	R. Moineddin, TBD	September – December	Weds (x10) 1300h-1700h	Room 303 500 University Avenue
FD13: Leading Improvement in the Quality of Health Care for Community Populations	Philip Ellison	January – April	Mon / Fri (x6) 0900h-1630h	Room 303 500 University Avenue
FD1001: Introduction to Qualitative Methods for Health Services & Policy Research	Fiona Webster, Joanna Sale	January—April	Mondays (x14) 1400h-1600h	Room 412 155 College Street
Pilot 4: Applied Survey Methods for Health Care Professionals	P. Krueger	April—June	Weds (x9) 1300h-1700h	Room 303 500 University Avenue
Pilot 5: Using data to improve health, practice performance and understand social determinants	Andrew Pinto	July—August	Weds (x6) 1400h-1700h	Room 301 500 University Avenue

Course Descriptions

Visit our website for detailed course descriptions: uoft.me/courses

FD01: Appraising and Applying Evidence to Assist Clinical Decision-Making (ONLINE COURSE)

Instructors: Drs. W. Rosser, C. Holmes and MB DeRocher
Offered 3 times a year: Jan – Apr, May – Aug, Sept – Dec

This course provides a theoretical review of methods to critique Family Medicine literature. There is a focus on discussion about methods that may be used to effectively incorporate evidence-based medicine into teaching in clinical settings. The course is organized into nine modules. Each module includes required reading, supplementary reading and the completion of two literature critiques.

FD05: Research Issues in Family Medicine / Primary Care

Instructors: Drs. Rahim Moineddin and Sheila Dunn
Weds afternoons, Sept – Dec, 10 four-hour sessions

This course provides an introduction to research methods in family medicine and primary care. By itself, it is not intended to provide the training necessary to do research. However, it is an excellent first step for those wanting to pursue advanced training in primary care research. The course will familiarize the student with the principles of research methods, research design, and clinical measurement and will reinforce critical appraisal skills.

FD13: Leading Improvement in the Quality of Health Care for Community Populations

Instructor: Dr. Philip Ellison
Mondays and Fridays, 6 sessions in the summer

Primary and community health is the foundation of health care in our system. Yet measurements of performance in the Canadian system show that there is room for improvement. Health care providers are primarily motivated in improving care, yet often lack the core skills in quality improvement, nor have been trained in leading or managing the interprofessional teams that are increasingly charged with improving care delivery. This course fills two key niches – developing skills in quality improvement, and the management and leadership of interprofessional teams.

FD1001: Introduction to Qualitative Methods

Instructors: Drs. Fiona Webster and Joanna Sale
Monday afternoons, January – April

This course will provide an introduction to the use of qualitative methods in health services research, clinical research, and policy research. Students will be introduced to philosophical foundations, qualitative approaches and methods, and discover their utility for framing and answering health services research questions.

Pilot 4: Applied Survey Methods for Health Professionals

Instructor: Dr. Paul Krueger
Wednesday afternoons, April—June

This tutorial based course focuses on practical issues related to the design, development, conduct, management, and analysis of surveys. Students will apply the knowledge gained in this course to the construction of a survey questionnaire and the preparation of a survey research proposal. The course will cover a variety of survey methods including mailed surveys, web surveys, telephone surveys and mixed mode surveys as well as issues related to questionnaire design, sampling, pilot testing, survey implementation, data collection, data management, data analysis, and ethics.

Pilot 5: Using data to improve individual health, practice performance and understand social determinants

Instructor: Dr. Andrew D. Pinto
Wednesday afternoons, July—August

This six-session course is all about applying a population health approach within traditional health service organizations. Students will learn about some of the common sources of data available to characterize the health of individuals, practices and local communities. Students will engage with data to identify "hotspots" and build population profiles, including the distribution of health outcomes and disease in a practice. Students will discuss innovative ways to understand the health care system at a population level through synthesizing clinical data and community data on social determinants.

Online at UofT

UTORid (utorid.utoronto.ca)

The UTORid is your username (and password) for a number of different online services offered by the University (e.g., UofT email, Portal, wireless access, etc.). You will receive a “Getting on-line at UofT” letter which contains instructions on how to activate your UTORid at the beginning of your program.

UofT Email (owa2010.utoronto.ca)

During the UTORid activation process, learners are given the opportunity to set up a University of Toronto email address. We strongly encourage all learners to use this email for communications with the program.

UofT Libraries (onesearch.library.utoronto.ca)

Learners can access the University’s collection of articles, e-Journals and databases using their UTORids. To borrow physical materials from the University’s vast network of libraries, take your “Getting on-line at UofT” letter and photo identification (e.g., passport) to Robarts Library to obtain a library card.

Campus Wireless Network (wireless.utoronto.ca)

Learners can connect to the University’s wireless network for free while on campus. For information on how to configure your device for wireless access, please visit the above website.

Learning Portal (portal.utoronto.ca)

The Portal is an online course management system which allows learners to access materials and resources for the courses they are enrolled in. If a course you are enrolled in is not listed on the Portal, please contact us.

AFGS Online Community (tinyurl.com/afgscommunity)

This is our private space on the Learning Portal where all pertinent information — events, deadlines, closures, etc. — will be posted. You can also use this space to discuss issues, throw around ideas and pass on interesting information.

DFCM Website (dfcm.utoronto.ca)

The program website contains a wealth of information including program details, course schedules and important forms.



Policies and Guidelines

Please familiarize yourself with the policies and guidelines below.

- Plagiarism
writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize
- Standards of Professional Practice Behaviour for all Health Professional Students
www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppsep012008i.pdf
- Guidelines for Appropriate Use of the Internet, Electronic Networking and Other Media
www.pgme.utoronto.ca/sites/default/files/public/Policies_Guidelines/Conduct/Guidelines%20for%20the%20appropriate%20use%20of%20the%20internet_nh_v1_06Jan2012.pdf
- Academic Competencies for Medical Faculty
www.stfm.org/fmhub/fm2007/May/Dona343.pdf

DFCM Amenities

Hours of Operation

The department is open from 9am-5pm, Monday-Friday. There is normally no access on Saturday or Sunday. The building is accessible between 7:45am and 6:00pm.

Meeting Rooms

Please be aware that the department is an open space work environment and we ask that you work quietly in common areas. Meeting rooms can be booked for group meetings, breakout sessions or seminars. Should you need to book a room please contact program staff well in advance.

Prayer Room

The designated prayer room located on the 1st floor (room 182) is open during building hours and is available to all of our learners.

“Quiet” Study Space

There is designated study space at the DFCM library for program participants. This space is accessible during our regular operating hours. The University of Toronto also has a wonderful system of libraries with longer operating hours which may be more suitable to your needs. For a list of central libraries and their hours please visit their website: resource.library.utoronto.ca/hours/

Computer Workstations

Several workstations are available for use in the DFCM library during regular office hours. Please remember that this is quiet space that is shared with others who are also working.

DFCM Library

The DFCM library collection consists of hard copy and online books, periodicals, Residents' projects and a selection of previous Fellows' papers.

To borrow books or for help with literature searching, contact Robyn Butcher:

Tel: 416-978-5606

Email: dfcm.librarian@utoronto.ca

Website: dfcm.utoronto.ca/library.htm

Supplies

In general, stationery and office supplies are not provided by the department.

Photocopying and Printing Services

Learners may use the departmental photocopier and printer without charge for *small* print jobs. The Department ID for our learners is 5001. There is no password. The program asks all learners to show restraint in this facility.

Mailboxes

A mailbox slot is provided for all international learners. A mailbox slot may be available to domestic learners upon request.

Kitchen Facilities

Learners are welcome to use the kitchen facilities while at the department. Please note that the Department provides no cleaning services. Therefore learners are asked to clean up after themselves and ensure that all rooms are left tidy after each session.

Student Conference Support Fund

The Department of Family and Community Medicine is committed to fostering and supporting scholarship across all programs in our department. Through the Academic Fellowship and Graduate Studies (AFGS) Student Conference Support Fund, the AFGS Program aims to support current AFGS learners in presenting scholarly work related to their AFGS program at national or international conferences.

Living in Toronto

Living Expenses

Applicants from abroad should secure funding well in advance of starting their intended program. In addition to tuition fees, a single adult will likely require a minimum of \$1,500 per month in living expenses plus health insurance costs.

Housing

Housing costs in Toronto can vary from \$700/month for a bachelor apartment to \$3000/month for a three bedroom home. Most local newspapers and many websites have listings of available rental housing by area.

Banking

Upon arriving in Toronto, you should open a checking account and obtain a Canadian funds credit card. Many bank alternatives are available in the area:

- BMO Bank of Montreal
438 University Avenue | bmo.com
- CIBC
460 University Avenue | cibc.com
- RBC Royal Bank of Canada
443 University Avenue | rbcroyalbank.com
- Scotia Bank
522 University Avenue | scotiabank.com
- TD Canada Trust
465 University Avenue | tdcanadatrust.com

Transportation

Public Transit

The Toronto Transit Commission (ttc.ca) operates buses, streetcars and subways in Toronto.

GO Transit (gotransit.com) is the regional public transit service for the Greater Toronto and Hamilton area.

Driving in Ontario (www.mto.gov.on.ca)

International learners must obtain an Ontario license in order to drive in the province. You will also need appropriate insurance valid in Ontario. If you have a valid license from another country or an international driver's license, you may use this for up to 60 days.

Health Care

The University of Toronto participates in a Health Insurance Plan (uhip.ca) for international learners and their families. UHIP provides basic coverage for most medically necessary services.

To apply, please contact the program staff. Learners must enroll within one month of their arrival or be subject to a penalty.

To find a doctor for you and your family, you can contact Health Care Connect. Website: health.gov.on.ca/en/ms/healthcareconnect/public/

Each July there are new resident family physician trainees accepting new patients at the DFCM teaching sites. It may be possible for learners and their families to register as regular patients with one of these residents. All residents are supervised by DFCM faculty physicians.

Child Care

There are over 900 licensed child care centers and over 2000 approved home care providers in Toronto. To find a child care program that suits your needs, please visit the City of Toronto website: toronto.ca/children/childcare.htm

Toronto Public Schools

International learners traveling to Canada with their school aged children can contact the Toronto District School Board (tdsb.on.ca) to register them in school during their stay in Canada.

Your home address in Toronto will determine which school your child is eligible to attend. Some schools in the UofT area are Orde Street Public School, Jesse Ketchum Public School and Huron Street Jr. Public School.



Holiday Schedule

July 1, 2016 to June 30, 2017	
Canada Day	Friday, July 1, 2016
Civic Holiday	Monday, August 1, 2016
Labour Day	Monday, September 5, 2016
Thanksgiving Day	Monday, October 10, 2016
Christmas / New Year	Wednesday, December 21, 2016 to Sunday, January 1, 2017 inclusive
Family Day	Monday, February 20, 2017
Good Friday	Friday, April 14, 2017
Victoria Day	Monday, May 22, 2017
July 1, 2017 to June 30, 2018	
Canada Day	Monday, July 3, 2017
Civic Holiday	Monday, August 7, 2017
Labour Day	Monday, September 4, 2017
Thanksgiving Day	Monday, October 9, 2017
Christmas / New Year	Thursday, December 21, 2017 to Tuesday, January 2, 2018 inclusive
Family Day	Monday, February 19, 2018
Good Friday	Friday, March 30, 2018
Victoria Day	Monday, May 21, 2018

Useful Websites

Social and Information Resources

Government of Canada
canada.ca

Citizenship and Immigration Canada
cic.gc.ca

Ontario Travel & Tourism
ontariotravel.net

City of Toronto – Official Website
toronto.ca/

City Directory
toronto.ca/city_directory

Community, Social, Health and Government Services
211toronto.ca

Tourism Toronto
seetorontonow.com

Shopping and Events in Toronto
toronto.com

Toronto Public Libraries (TPL)
torontopubliclibrary.ca

TPL - ESL and Newcomer Programs
torontopubliclibrary.ca/programs-and-classes/categories/newcomer-esl-programs.jsp

TPL - Health and Wellness Classes
torontopubliclibrary.ca/programs-and-classes/categories/health-wellness.jsp

TPL Library holdings in languages other than English
torontopubliclibrary.ca/books-video-music/your-language/

Writing at the University of Toronto
writing.utoronto.ca

The Purdue Online Writing Lab (OWL)
owl.english.purdue.edu

Transit

Bike Share Toronto
bikesharetoronto.com

GO Transit (regional trains and buses)
gotransit.com

Green P Parking
parking.greenp.com

Toronto Transit Commission (local buses & subways)
ttc.ca

Housing

Canpages Real Estate
canpages.ca/real-estate

Gottarent.com
gottarent.com

RentCanada
rentcanada.com

Viewit.ca
viewit.ca

Contacts

Academic Fellowship and Graduate Studies Program

dfcm.utoronto.ca > Learners > Fellows & Graduate Students

Dr. Curtis Handford	Program Director, MPH (FCM), MScCH (FCM), AF and CRC	curtis.handford@utoronto.ca	Tel: 416-978-1914
Dr. Abbas Ghavam-Rassoul	Program Director, MScCH (HPTE), MEF and CTC	a.ghavam.rassoul@utoronto.ca	Tel: 416-978-1914
Diana Kam	Program Coordinator	healthteach.grad@utoronto.ca	Tel: 416-978-8363
Ancy Jacob	Program Assistant	familymed.grad@utoronto.ca	Tel: 416-978-1914

DFCM Library

dfcm.utoronto.ca/library.htm

Robyn Butcher	DFCM Librarian	dfcm.librarian@utoronto.ca	Tel: 416-978-5606
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Emergency and Safety Services

www.communitysafety.utoronto.ca/ | 416-978-1485

Emergency Services			
Fire, Police, Ambulance	911	Campus Community Police	416-978-2222
Community Support			
Distress Centres	416-408-4357	Assaulted Women's Helpline	416-863-0511
Gerstein Centre (mental health crisis)	416-929-5200	Toronto Rape Crisis Centre	416-597-8808
Good2Talk	1-866-925-5454	Sexual Assault & Domestic Violence Care Centre	416-323-6040

