



Family & Community Medicine  
UNIVERSITY OF TORONTO

# MScCH (HPTE)

## Student Handbook

### 2016 - 2017



TEACHING & LEARNING  
EDUCATION SCHOLARSHIP

FACULTY  
DEVELOPMENT

CLINICIAN EDUCATOR

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Handbook also available online: [uoft.me/gettingstarted](http://uoft.me/gettingstarted)

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# Introduction

## Why the Master of Science in Community Health in Health Practitioner Teacher Education

This unique graduate studies program in the Department of Family and Community Medicine and the Dalla Lana School of Public Health addresses a critical training need in the health professions.

Two complementary trends within the health professions underscore the need for this degree:

1. In the regulated health professions, continuous upgrading of individual's knowledge and practice as a condition of licensure and/or accreditation, requires an enlarging cadre of expert teachers.
2. The emphasis on evidence-based practice necessitates that timely transmission of emerging knowledge from research findings to practitioners in the field.

## Special Features

- Practical orientation
- Emphasis on basic theory as foundation
- Experience from individual field work/practica
- Critical appraisal of educational and clinical literature
- Familiarity with research issues
- Educational technology as a resource
- Interprofessional education
- Academic presentation and writing skills
- Classroom-based face-to-face courses
- Some modular courses
- Designed for partial distance accessibility or part-time study
- Flexible and "learner-centered"
- No thesis or terminal exam

## Graduate Studies Administrative Structure

Master's students are admitted through the University of Toronto's School of Graduate Studies (SGS). The Dalla Lana School of Public Health (DLSPH) is a designated graduate unit of SGS with the responsibility for a range of research degrees and taught degree programs. It is the DLSPH which makes recommendations to SGS on admissions, student status during a degree and successful program completion.

The Department of Family and Community Medicine (DFCM) is the home department for the MScCH (FCM) and MScCH (HPTE) degrees and the location of the Program Directors who oversee these fields. Students are primarily based in the DFCM and much of the program is delivered at 500 University Avenue.

**The DFCM is the largest family medicine training program in North America and is recognized internationally for its clinical, educational and research excellence.**



# Curriculum Objectives

The objective of the program is to prepare prospective and established health professions faculty to become effective teachers, scholars and leaders. Emphasis is on broad understanding of factors affecting health care education at all levels and the philosophical principles and practical applications in the clinical training programs, design and administration. Upon completion of appropriate aspects of the program, students will be able to:

- Understand the effective use of educational principles and methods in the clinical setting
- Apply educational and research principles in designing and evaluating innovative and exemplary educational programs
- Understand the principles of leadership and management roles in health care education
- Understand the methods available for answering questions in clinical education
- Have in-depth practicum experience in either applying educational principles in the clinical setting and optionally applying research principles to a study in a clinical or education setting
- Build upon their personal academic interests by broadening the scope of their graduate training
- Develop collaborative and interdisciplinary educational and research programs
- Demonstrate the skills required for critical literature review and a knowledge of research methods as they apply to clinical education
- Become critical, challenging, and exemplary academic leaders, clinical teachers and practitioners
- Understand the social, political, and economic forces affecting the organization and function of the health care education system

## MScCH Degree Requirements

The MScCH degree program requires the completion of 5.0 full course equivalents (FCE), including a minimum of one supervised field placement/practicum.

Some of the courses have been designed in various modular formats with a brief period (2-3 days or one week) of intense "on campus" activities accompanied by an extended "off campus" period, during which participants are expected to complete readings and assignments, as well as interact with fellow students and faculty. Other courses run the traditional once a week semester format. The practica may run concurrently with the formal course work.

### Full Time Program

Full-time students have 12 months to complete the MScCH. A full time student would need to commit to on average a total of 360 hours on-campus class attendance plus 160 to 320 practicum hours of supervised field work in order to complete the MScCH. (Note: the usual UofT policies regarding leave of absence for parental, health or other reasons will apply)

### Part Time Program

Part-time students have up to 6 years of program entry to complete the MScCH. Students who have not completed the degree requirements in six years will be asked to withdraw and will be ineligible for future program registration. Their academic record will simply reflect the courses completed. (Note: the usual UofT policies regarding leave of absence for parental, health or other reasons will apply)

### Elective Courses

Electives may be selected from graduate courses offered in the DFCM, DLSPH, other SGS courses at the University of Toronto, or by special arrangement at other Canadian universities. There are agreements between the MScCH program, OISE's Department of Curriculum, Teaching and Learning, the Department of Nutritional Sciences and the Faculty of Nursing which give MScCH students some preference in acceptance for enrolment in specific courses. A maximum of 1.5 FCE from courses outside the MScCH can be credited towards the degree.

## Orientation

It is strongly recommended that students attend the program orientation typically held the first week of July at the Department of Family and Community Medicine. This session provides an excellent opportunity for students, especially international students, to get to know their classmates, integrate into the "community" of the MScCH program, settle in Toronto and make arrangements for practica and courses during the summer months.

Both SGS and DLSPH hold school-wide orientation sessions in September. Students who miss the July program orientation can also arrange for an additional field-specific orientation at that time.

For more information on beginning your studies, please visit the DLSPH's Information for Incoming Students page: [www.dlsph.utoronto.ca/page/information-incoming-students](http://www.dlsph.utoronto.ca/page/information-incoming-students)

Students should always familiarize themselves with the course drop deadline for every term. Withdrawing from a course after the drop date will lead to academic penalty and possible financial penalty. Key dates can be found at: [www.dlsph.utoronto.ca/page/timetables](http://www.dlsph.utoronto.ca/page/timetables)

Please also familiarize yourselves with the University policy regarding plagiarism: [writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize](http://writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize)

## Degree Recommendation and Convocation

When all requirements for the graduate degree program have been fulfilled, the graduate unit will submit a degree recommendation to the School of Graduate Studies. Convocation ceremonies are held twice a year in June and November. A graduate degree may also be conferred in absentia in March upon the request of the student.

# Course Requirements

### Required Public Health Courses (1.0 credit)

CHL5004H Introduction to Public Health (modular) (0.5 credit)	CHL5300H Public Health Policy (0.5 credit)
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### Required DFCM Courses and Practicum (2.5 credits)

CHL5607H Teaching and Learning by the Health Professions (A): Principles and Theories (0.5 credit)	CHL5608H Teaching and Learning by the Health Professions (B): Practical Issues and Approaches (0.5 credit)
CHL5609H Continuing Education in Health Professions or approved alternate (0.5 credit)	CHL5611H Continuing Education—Planning, Management and Evaluation or approved alternate (0.5 credit)
CHL5690H* Required Practicum in Family Medicine (0.5 credit)	

### Elective Courses and Practica (1.5 credits)

DFCM graduate level 5600 series	Any course from the DFCM graduate studies course menu (subject to availability)
CHL7001H / CHL7002H*	Directed reading / research in an approved field of community health
Other public health courses	<a href="http://www.dlsph.utoronto.ca/page/timetables">www.dlsph.utoronto.ca/page/timetables</a>
Other UofT graduate level courses	<a href="http://sgs.utoronto.ca">sgs.utoronto.ca</a>
Approved courses at other Ontario universities	<a href="http://www.sgs.utoronto.ca/Documents/Ontario+Visiting+Graduate+Student+Agreement.pdf">www.sgs.utoronto.ca/Documents/Ontario+Visiting+Graduate+Student+Agreement.pdf</a>
Approved courses at other Canadian universities	<a href="http://www.sgs.utoronto.ca/Documents/CUGTA.pdf">www.sgs.utoronto.ca/Documents/CUGTA.pdf</a>

\* Requires a supervisor and approval from Program Director prior to starting

# MScCH (HPTE) 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: \_\_\_\_\_

Required Courses	Credits (3.5 total)	Proposed Start Date	Proposed Completion Date	Actual Completion Date
<b>CHL5004H</b> Intro to Public Health (modular)	0.5			
<b>CHL5300H</b> Public Health Policy	0.5			
<b>CHL5607H</b> Teaching & Learning (A): Principles and Theories	0.5			
<b>AND</b>				
<b>CHL5608H</b> Teaching & Learning (B): Practical Issues & Approaches	0.5			
<b>OR</b>				
<b>INTAPT</b> (modular) Equivalent to CHL5607H + CHL5608H	1.0			
<b>CHL5609H</b> (or approved alternate) Continuing Education in the Health Professions	0.5			
<b>CHL5611H</b> (or approved alternate) Continuing Education—Planning, Management and Evaluation	0.5			
<b>CHL5690H</b> Required Practicum in HPTE	0.5			
Elective Courses	Credits (1.5 total)	Proposed Start Date	Proposed Completion Date	Actual Completion Date

# Course Schedule

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

Course Title	Instructors	Period	Time	Location
CHL5601H: Appraise/Apply Evidence to Assist Clinical Decision-Making (ONLINE)	W. Rosser, C. Holmes, MB DeRocher	Sept - Dec, Jan - Apr, May - Aug	Variable	Online
CHL5602H: Working with Families in Family Medicine	Will not be offered in the 2016-2017 Academic Year			
CHL5603Y: Social, Political and Scientific Issues in Family Medicine	Curtis Handford	Continuous July - June	Wednesdays 0900h -1200h	Room 303 500 University Avenue
CHL5604H: Human Development Issues in Family Medicine	Will not be offered in the 2016-2017 Academic Year			
CHL5605H: Research Issues in Family Medicine / Primary Care	R. Moineddin, Sheila Dunn	September - December	Wednesdays (x10) 1300h-1700h	Room 303 500 University Avenue
CHL5607H: Teaching & Learning A: Principles & Theories	Helen Batty, Judith Peranson	July - August	Thursdays (x5) 0800h -1700h	Room 303 500 University Avenue
CHL5608H: Teaching & Learning B: Practical Issues & Approaches	Helen Batty, Judith Peranson	Late April—June	Thursdays (x5) 0800h -1700h	Room 303 500 University Avenue
CHL5607H & CHL5608H: INTAPT	Helen Batty, et al.	Fall one week plus Winter one week	Monday-Friday 0800h - 1700h	Room 303 & 365 500 University Avenue
CHL5609H: Continuing Education in Health Professions	Savithiri Ratnapalan	September - December	Mondays (x5) 0800h - 1700h	12 <sup>th</sup> flr conference room 525 University Avenue
CHL5610H: Theory and Practice of Behaviour Change	P. Selby D. Martin	May - June	Fridays (x7)	Room 103 175 College Street
CHL5611H: Continuing Education - Planning, Management and Evaluation	Savithiri Ratnapalan	5 days in May	0800h - 1700h	12 <sup>th</sup> flr conference room 525 University Avenue
CHL5612H: Theory and Application of Interprofessional Education	Susan Wagner	5 days in June	Monday-Friday 0800h-1700h	St. Andrew's Club 150 King Street West
CHL5613H: Leading Improvement in the Quality of Health Care for Community Populations	Philip Ellison	Late April—June	Mon / Fri (x6) 0900h-1630h	Room 303 500 University Avenue
CHL5614H: Curriculum Foundations in Health Prof Field-based Education	S. Glover Takahashi, E. Abner	January - April	Mon / Tues (x6) 0900h-1600h	Room 303 / 602 500 University Avenue
CHL5615H: Assessment and Evaluation Issues in HP Field Based Education	S. Glover Takahashi, M. Nayer	May - July	Mon / Tues (x6) 0900h-1600h	Room 303 / 602 500 University Avenue
CHL5618H: Family Medicine and Primary Care in the Global Health Context	Katherine Rouleau, Freida Chavez	January - April	Wednesdays (x7) 1300h-1730h	Room 320 263 McCaul Street
CHL5623H: Practical Management Concepts & Cases in Small Health Orgs.	TBD	January—April	Tuesdays (x10) 1330h-1630h	Room 365 500 University Avenue
HSR1001H: 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 1: Faculty Development in the Health Professions 1	Karen Leslie, Jana Lazor	January - April	Fridays (x6) 0830h-1630h	Li Ka Shing Knowledge Institute
Pilot 2: Educational Technology for Health Practitioner Education	Heather MacNeill, Cindy Plunkett	January - April	Tuesdays In class and online	Bridgepoint Health
Pilot 3: Theory and Practice of Curriculum Design, Mapping and Program Evaluation in HP Education	S. Glover Takahashi, E. Abner	September - December	Mon / Tues (x6) 0900h-1600h	Room 303 / 602 500 University Avenue
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](http://uoft.me/courses)

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## **CHL5601H: 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

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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 and one essay. Each module includes required reading, supplementary reading and the completion of two literature critiques. Ideally, each student will complete one module per week, with one or two extra weeks during the course.

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## **CHL5602H: Working with Families in Family Medicine**

Instructors: TBD  
Thursday mornings, January – April, 10 four-hour sessions

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This course will focus on the biopsychosocial model of health and illness from a Family Medicine perspective. Family systems theory and family assessment models will be used to identify key family medicine therapeutic goals with respect to different clinical situations. The impact of culture and ethnicity on the framing of health and the family will be examined in detail.

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## **CHL5603Y: Social, Political & Scientific Issues in Family Medicine**

Instructor: Dr. Curtis Handford  
Preferred start: July 1st or Sept 1st  
Wednesday mornings, 9 a.m. to 12 noon

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The seminar series is intended to be a loosely organized forum where the participants can deliberate, discuss and debate a wide variety of social, political and scientific issues that directly or indirectly influence primary health care.

Examples of "social" factors: socioeconomic disparity in Ontario or globally. Examples of "political" factors: the health care system in Ontario. Examples of "scientific" factors: controversial areas in the medical literature.

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## **CHL5604H: Human Development Issues in Family Medicine**

Instructor: TBD  
Thursday mornings, Sept – Dec, 10 four-hour sessions

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This course is designed around the Human Life Cycle with attention to the Erickson Model of development. Other models such as Freud, Piaget and social learning theory will be discussed, evaluated and critically appraised. The importance of developmental psychology, dynamic psychiatry and brain biology as influences are discussed.

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## **CHL5605H: Research Issues in Family Medicine / Primary Care**

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

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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.

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## **CHL5607H: Teaching and Learning by the Health Professions A: Principles and Theories**

Instructors: Drs. Helen Batty and Judith Peranson  
Thursdays, July – August, 5 full day sessions

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This course is designed to provide participants with a broad introductory overview of teaching and learning issues in health professional training as a field of scholarly inquiry and research.

*Note: Credit for CHL5607H + CHL5608H can also be achieved by completing both weeks of INTAPT.*

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## **CHL5608H: Teaching and Learning by the Health Professions B: Practical Issues & Approaches**

Instructors: Drs. Helen Batty and Judith Peranson  
Thursdays, April – June, 5 full day sessions

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This course is designed to provide participants with opportunities to develop a scholarly and practical approach to teaching with generous use of case studies and in working in small groups and multidisciplinary teams

*Note: Credit for CHL5607H + CHL5608H can also be achieved by completing both weeks of INTAPT.*

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## **INTAPT: Interprofessional Applied Practical Teaching and Learning in the Health Professions**

Instructor: Dr. Helen Batty, et al.  
One week in fall and one week in winter  
Combined CHL5607H + CHL5608H

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This course is designed to provide participants with a broad introductory overview of teaching and learning issues in health professional training as a field of scholarly inquiry and research.

This course will also examine the major topics which are important in developing educational programs for health sciences and will introduce students to some of the important literature in the field of teaching and learning.



# Course Descriptions

Visit our website for detailed course descriptions: [uoft.me/courses](http://uoft.me/courses)

## **CHL5609H: Continuing Education in Health Professions**

Instructor: Dr. Savithiri Ratnapalan  
5 full Mondays in the fall

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The purpose of this course is to provide learners with a comprehensive and working knowledge of the field of continuing health professional education in the context of knowledge translation. This is an expanding area of higher education and professional practice to which increasing academic attention is directed. In particular, the application of CE and continuing professional development to closing the clinical care gap between what is known and what health professionals actually do, has assumed significance in the Canadian context.

## **CHL5610H: Theory and Practice of Behaviour Change in Primary Care**

Instructors: Drs. Peter Selby and Dawn Martin  
Fridays, May-June

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The boundaries of providing quality health care are expanding. Clinical professionals are expected to take central roles in promoting healthy behavior and lifestyles. Understanding an individual's values, beliefs and health priorities increases the chance that a behavior change goal will be successful and then maintained. A client-centered approach is critical to enhancing and deepening this understanding.

## **CHL5611H: Continuing Education – Planning, Management and Evaluation**

Instructor: Dr. Savithiri Ratnapalan  
5 days in May  
**Pre-requisite:** CHL5609H

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Teachers and educators in healthcare function as leaders in education and need the knowledge and skills to plan and manage educational projects and programs. This course is designed to provide a practical approach to educational program planning and implementation.

## **CHL5612H: The Theory and Application of Interprofessional Education for Collaborative Patient Centred Practice**

Instructor: Dr. Susan Wagner  
One week in June

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This course aims to develop leaders in interprofessional education who have the knowledge, skills and attitudes to teach both learners and fellow colleagues the art and science of working collaboratively for patient-centered care. The course is designed to provide participants with an immersion experience and to allow them to understand constructs related to interprofessional collaboration.

## **CHL5613H: Leading Improvement in the Quality of Health Care for Community Populations**

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

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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.

## **CHL5614H: Curriculum Foundations in Health Practitioner Field-based Education**

Instructors: Drs. Susan Glover Takahashi and Erika Abner  
Mondays and Tuesdays, Jan—Apr, 6 full day sessions

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This course explores the best practices in curriculum foundations in residency and other professional field-based education. Topics will include: curriculum models, understanding learners and teachers' needs, approaches to teaching knowledge, skills and attitudes, learning milieu and introduction to assessment and evaluation issues.

## **CHL5615H: Assessment and Evaluation Issues in Health Practitioner Field Based Education**

Instructors: Drs. Susan Glover Takahashi and Marla Nayer  
Mondays and Tuesdays, May – June, 6 full day sessions  
**Pre-requisite:** CHL5614H

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This course will explore the theory and practice of three inter-related processes in field-based education: curriculum mapping, assessment of learners and teachers and program evaluation. Students will undertake group projects preparing curriculum maps as well as developing assessment instruments such as examinations, in-training evaluation reports, and simulations. These projects will include class presentations as well as final written reports.

## **CHL5618H: Family Medicine and Primary Care in the Global Health Context**

Instructors: Drs. Katherine Rouleau and Freida Chavez  
Wednesday afternoons, January—April

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This course is intended to provide an overview of key issues pertinent to the strengthening and delivery of primary care and family medicine around the world while highlighting specifically, based on a review of the evidence, how family medicine can impact global health locally and globally. A key focus of the course will be the history and evolution of primary care, within a broader social policy context as well as a comparative analysis of case studies from around the world.

# Course Descriptions

Visit our website for detailed course descriptions: [uoft.me/courses](http://uoft.me/courses)

## **CHL5623H: Practical Management Concepts & Cases in Leading Small Health Organizations**

Instructors: TBD

January—April, 10 three-hour sessions

This is an overview course detailing concepts and issues in leading small health care organizations. Participants will develop an understanding of the leadership and management skills required to be a health care leader.

## **HSR1001H: 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 1: Faculty Development in the Health Professions I**

Instructors: Drs. Karen Leslie and Jana Lazor

Fridays, January – April

**Pre-requisite:** CHL5607H and CHL5608H preferred

This course is an introduction to the field and practice of Faculty Development. There will be four areas of focus 1) background and development, 2) scope and practice, 3) underlying theories and core concepts, and 4) contemporary issues and emerging innovations.

## **Pilot 2: Educational Technology for HP Education**

Instructors: Dr. Heather MacNeill and Cindy Plunkett

Tuesdays in class and online, January – April

The course will explore strategies for technology-enhanced teaching and learning in the healthcare professions. Participants will apply principles, methods, and frameworks for utilizing educational technology in educational contexts.

## **Pilot 3: Theory and Practice of Curriculum Design, Mapping and Program Evaluation in Health Practitioner Education**

Instructors: Drs. Susan Glover Takahashi and Erika Abner

Mondays and Tuesdays, Sept – Dec, 6 full day sessions

**Pre-requisite:** CHL5614H or CHL5615H preferred

This course explores the theory and practice of curriculum mapping and program evaluation, using background literature as well as practical examples drawn from faculty experience. Within curriculum mapping we include conducting needs assessments, and developing cases and spiral curriculum. We will review different approaches to program evaluation as well as a variety of evaluation methods.

## **Pilot 4: Applied Survey Methods for Health Care 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 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. This course should interest health care professionals who plan to use survey methods to collect information and/or want to increase their competency in critically evaluating survey research.

## **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.

## **CHL7001H / CHL7002H: Directed Reading and/or Research**

Instructor: to be determined by student

With prior approval of the Program Director and the graduate department, students may follow a course of individual reading or research under the supervision of a designated graduate instructor. Normal enrolment deadlines and policies apply.

The student is responsible for providing the course description, identifying an instructor and submitting a course proposal before the enrolment deadline for that particular term.

Guidelines: [www.dlsph.utoronto.ca/sites/default/files/media/docs/Courses/DLSPH\\_ReadingCourseGuidelines\\_11Sep13.pdf](http://www.dlsph.utoronto.ca/sites/default/files/media/docs/Courses/DLSPH_ReadingCourseGuidelines_11Sep13.pdf)

# Practicum Descriptions

Visit our website for detailed descriptions: [uoft.me/courses](http://uoft.me/courses)

## CHL5690H: MScCH Required Practicum

Minimum 160 hours

The required practicum provides an opportunity for learners to apply and reflect on the theory and knowledge gained in coursework by engaging in new academic projects in their professional settings.

Learners are required to spend a minimum of 160 hours involved in an appropriate practicum to earn the 0.5 FCE credit. Students must also identify and meet regularly with a practicum field supervisor and all practicum projects require the approval of the Program Director. See website for requirements.

## CHL5691H: MScCH Optional Practicum

Minimum 160 hours

Students may choose an optional practicum which involves either: more advanced and demonstrably different work in the same field as the required practicum; or may be in one of the other MScCH fields. The optional practicum in the specialty area follows the same basic structure as the required practicum; however, the activity itself will differ by field.

## Online at Uoft

### T-Card ([sites.utoronto.ca/tcard](http://sites.utoronto.ca/tcard))

The T-Card serves as your student photo ID and library card. To obtain your T-Card, bring your offer of admission and proof of citizenship to Robarts Library (see above website for more information).

### UTORid ([utorid.utoronto.ca](http://utorid.utoronto.ca))

The UTORid is your username (and password) for a number of different online services offered by the University. You will receive instructions on how to activate your UTORid when you obtain your T-Card. We strongly recommend that you set up your password recovery options during this activation process.

### Uoft Email ([owa2010.utoronto.ca](http://owa2010.utoronto.ca))

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

### Uoft Libraries ([onesearch.library.utoronto.ca](http://onesearch.library.utoronto.ca))

Students can access the University's collection of articles, e-Journals and databases using their UTORids. Students can also use their library cards to borrow items from the University's vast network of libraries.

### Campus Wireless Network ([wireless.utoronto.ca](http://wireless.utoronto.ca))

Students can connect to the University's wireless network while on campus. For information on how to configure your device for wireless access, please visit their website.

### ACORN ([acorn.utoronto.ca](http://acorn.utoronto.ca))

ACORN is the University's new student information service. You can use ACORN to manage your course enrolments, check your students fees and update your contact information. Students are responsible for ensuring that their records are correct and up-to-date.

### Learning Portal ([portal.utoronto.ca](http://portal.utoronto.ca))

The Portal is an online course management system which allows students 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](http://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](http://dfcm.utoronto.ca))

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

# Policies and Guidelines

A select list of general policies is below. Please visit the SGS website for the full list of graduate policies and guidelines: [sgs.utoronto.ca/facultyandstaff/Pages/Policies-and-Guidelines.aspx](http://sgs.utoronto.ca/facultyandstaff/Pages/Policies-and-Guidelines.aspx)

- Plagiarism  
[writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize](http://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](http://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](http://www.pgme.utoronto.ca/sites/default/files/public/Policies_Guidelines/Conduct/Guidelines%20for%20the%20appropriate%20use%20of%20the%20internet_nh_v1_06Jan2012.pdf)
- Hollenberg Report on Creative Professional Activity  
[www.deptmedicine.utoronto.ca/Assets/DeptMed+Digital+Assets/The+Hollenberg+Report.pdf](http://www.deptmedicine.utoronto.ca/Assets/DeptMed+Digital+Assets/The+Hollenberg+Report.pdf)
- Academic Competencies for Medical Faculty  
[www.stfm.org/fmhub/fm2007/May/Dona343.pdf](http://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/](http://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, please contact Robyn Butcher:  
Tel: 416-978-5606  
Email: [dfcm.librarian@utoronto.ca](mailto:dfcm.librarian@utoronto.ca)  
Website: [dfcm.utoronto.ca/library](http://dfcm.utoronto.ca/library)

### 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.

# Opportunities for Graduate Students

## DFCM Enhanced Skills Clinical Fellowships

Frequently students can work on their degree while they are in a DFCM enhanced skills clinical fellowship. Please speak with your Program Director if you are considering this option. Information about Clinical Fellowship Programs offered by the DFCM can be found on the Postgraduate website:

[dfcm.utoronto.ca/prospectivelearners/prosres.htm](http://dfcm.utoronto.ca/prospectivelearners/prosres.htm)

**Deadline:** usually October of each year

## International Senior Faculty in Family Medicine

Family Medicine faculty with 5 or more years of academic work and sufficient publications may be eligible for a Visiting Academic Appointment at the University of Toronto and a Visitor's Academic License from the College of Physicians and Surgeons of Ontario. They may be able to secure financial support in exchange for academic part-time clinical or teaching activity at local Family Medicine Hospital Units in Toronto for the duration of the degree program. This type of arrangement may require a year or longer of advance planning which is the responsibility of the individual faculty member.

## Faculty Development / Conferences

Graduate Students should take advantage of attending or presenting at as many meetings and conferences as possible. Section of Teachers (CFPC), Society of Teachers of Family Medicine (USA), NAPCRG (North America), WONCA (International) and Local Faculty of Medicine and DFCM workshops/seminars are recommended. DFCM Faculty members are encouraged to apply to the Professional Development Fund.

## 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.

## Exchange Opportunities

The U of T has special memoranda of understanding with a number of universities around the world to encourage international cooperation. If you are interested in an exchange opportunity, please contact us and the host university whose approval is mandatory.

## Research Exposure

A motivated, well organized student can do a major project aiming at the publication of one or two papers using available combinations of required and elective courses, practica and reading courses. It is often advisable for a student to join a research team to work on a major research project already underway and take advantage of working with experienced researchers for reading course and practicum credits to obtain research experience.

Family Medicine research is one of the primary foci of the DFCM. Students are encouraged to volunteer to join project teams to gain research experience in a field of their own interest. The DFCM has at least twenty major supported research faculty working in a number of diverse primary care areas and a program of regular research rounds and seminars which graduate students are encouraged to attend. Contact your Program Director for further information.

## Graduate Opportunities for Family Physician Researchers

This professional degree program does not provide preparation for individuals planning careers as major researchers/career scientists in Family Medicine. Graduate studies recommended for such a researcher would be a Master of Science (MSc) or Master of Arts (MA) thesis degrees or, possibly a PhD. Options for research oriented graduate studies are available to suitable candidates working with senior researchers associated with Family Medicine at the Institute of Clinical Evaluative Sciences, the Dalla Lana School of Public Health, the Addiction Research Foundation, the Workplace Safety and Insurance Board, and many other research institutes in Toronto, that provide bases for clinical researchers in the DFCM. If interested in an MSc/PhD research track, please contact the Director of the DFCM Research Program, Dr. Eva Grunfeld or Associate Director Dr. Paul Krueger.

# Financial Supports for Domestic Students

Financial support for domestic students is extremely limited. A few awards are available to incoming students, but are highly competitive. Applicants are encouraged to explore independently all possible avenues for financial support.

## DLSPH Funding and Financial Assistance

[www.dlsph.utoronto.ca/page/funding-and-financial-assistance](http://www.dlsph.utoronto.ca/page/funding-and-financial-assistance)

## Ontario Students Opportunity Trust Fund Awards (OSOTF) (needs based)

- Mary Elizabeth McGanity Parkin Graduate Fellowship in Community Health
- LIFEBEAT '96 Graduate Studentship Award in Women's Health

**Deadline:** Usually February of each year

## McKinnon Palmer Academic Award

To be awarded to students registered in the MPH (FCM) or MScCH (FCM / HPTE) programs on the basis of academic excellence. Preference will be given to a graduate student with a sustained interest in academic aspects of Family Medicine.

## Janus Continuing Professional Development Grants

[cfpc.ca/Janus\\_CPD\\_Scholarships\\_Practice\\_Scholarship/](http://cfpc.ca/Janus_CPD_Scholarships_Practice_Scholarship/)

**Deadline:** Usually February/March

## DFCM Graduate Fees Support for Faculty

[uoft.me/graduatesupport](http://uoft.me/graduatesupport)

"Professional Stream" MScCH, MEd, MBA, etc. students may be eligible to receive one third of tuition costs from DFCM provided that it is matched by an equivalent amount from their associated Division Chief.

**Deadline:** Annually September 15th

## Dr. Harrison Waddington Fellowship

[uoft.me/waddingtonfellowship](http://uoft.me/waddingtonfellowship)

The applicant must be a member of the DFCM who is enrolled in graduate studies for the year the award is granted.

**Deadline:** Annually June of each year

## Tuition Waivers for Clinical Faculty at Uoft

[medicine.utoronto.ca/faculty-staff/clinical-faculty-resources](http://medicine.utoronto.ca/faculty-staff/clinical-faculty-resources)

Full-time and Full-time Equivalent Clinicians may be eligible for tuition waivers and other benefits such as the Scholarship Program for Dependents and the Joint Membership Plan.

# Information for International Students

## Visas for International Students

International students will require a study permit to study in Canada. Once accepted into the program, you will receive an official offer letter which you must submit to your local Canadian Consulate to apply for a Student Visa to enter Canada. This process usually takes approximately 8 weeks, but may take longer.

[cic.gc.ca/english/study/study.asp](http://cic.gc.ca/english/study/study.asp)

## Program Funding

Most sources of funding are restricted or give preference to persons with Canadian citizenship or landed immigrant status. International students should contact their own government or local Canadian Embassy for information on sponsorship through international agencies and Canadian government programs. Many international students come to the University with support from their own institutions or governments. International students must ensure that adequate support is provided since paid part time employment for non-Canadian students is generally at a minimal wage level.

## Centre for International Experience (CIE)

The CIE provides information and support to UofT's international student community. We encourage our international graduate students to familiarize themselves with the CIE's services. [cie.utoronto.ca](http://cie.utoronto.ca)

## CPSO Licensure

College of Physicians and Surgeons of Ontario (CPSO) licensure is required for any and all clinical work in Ontario. CPSO licensure is not available for graduate students visiting on a student authorization Visa. Being enrolled in the program does not provide learners with a clinical license.

Physicians eligible for a license to practice medicine in Ontario may be able to find part-time clinical work. For details about eligibility for General License, Visitor's Academic License, and Educational License please contact:

## The College of Physicians and Surgeons of Ontario:

[inquiries@cpso.on.ca](mailto:inquiries@cpso.on.ca) | [cpso.on.ca](http://cpso.on.ca)

TEL: 416-967-2617 (registration department)

## Hospital Observer Privileges

Most hospitals have their own observer application process. It is critically important that students strictly adhere to hospital policies. Students are responsible for finding a hospital "sponsor" and for making all necessary arrangements to obtain observer privileges. Please see Program Director for advice

# Living in Toronto

## Living Expenses

Applicants from abroad should secure funding well in advance of starting their intended graduate studies. 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. Overall, a single learner will require at least CAD \$30,000 per year.

Applicants who cannot verify the nature and amount of financial support will not be admitted. Unfortunately, the University and its departments have no contingency resources to assist students who run out of funds during the course of their academic program.

## Housing Information

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

### Tartu College Residence

310 Bloor Street West | Phone: 416-925-9405  
[tartucollege.ca/](http://tartucollege.ca/)

### The University of Toronto Housing Services

[housing.utoronto.ca](http://housing.utoronto.ca)

### Student Family Housing

[studentfamilyhousing.utoronto.ca](http://studentfamilyhousing.utoronto.ca)

## Banking

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

## Transportation

### Public Transit

The Toronto Transit Commission ([ttc.ca](http://ttc.ca)) operates buses, streetcars and subways in Toronto. GO Transit ([gotransit.com](http://gotransit.com)) is the regional public transit service for the Greater Toronto and Hamilton area.

### Driving in Ontario ([www.mto.gov.on.ca](http://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 and Insurance

The University of Toronto participates in a Health Insurance Plan (UHIP) for international students and their families. International students are automatically enrolled for the duration of their studies. [uoft.me/cieuhip](http://uoft.me/cieuhip)

To find a doctor for you and your family, you may need to contact Health Care Connect. [health.gov.on.ca/en/ms/healthcareconnect/public/](http://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 students and their families to register as regular patients with one of these residents. All residents are supervised by DFCM faculty physicians.

Out of province students who are not covered by their own provincial plan, should register with OHIP as soon as possible. **Uninsured** persons are responsible for the cost of their own medical care.

## UofT Family Care Office

The University of Toronto Family Care Office's mandate is to support students, staff, faculty and their families (children, spouses and aged parents) with any family care issue by providing information, guidance, referrals and advocacy. For more information, please visit their website: [www.familycare.utoronto.ca](http://www.familycare.utoronto.ca)

## UofT Child Care Centres

The on-campus child care centres are staffed by professionally qualified early childhood educators. Each centre is separately incorporated as a not-for-profit and is licensed by the Province of Ontario. Child care subsidies are available. All of the centres give priority to University of Toronto families. To enroll, contact each centre directly to be placed on its waiting list. [uoft.me/childcare](http://uoft.me/childcare)

## Toronto Public Schools

International students traveling to Canada with their school aged children can contact the Toronto District School Board ([tdsb.on.ca](http://tdsb.on.ca)) to register them in school during their stay in Canada.

Your choice of home address in Toronto will determine which school that your child is eligible to attend. Some schools in the U of T area are: Orde Street Public School, Jesse Ketchum Public School, Huron Street Jr. Public School.

# Useful Websites

## University Services

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Academic Success Centre  
[asc.utoronto.ca](http://asc.utoronto.ca)

Accessibility Services  
[accessibility.utoronto.ca](http://accessibility.utoronto.ca)

Anti-Racism & Cultural Diversity Office  
[www.antiracism.utoronto.ca](http://www.antiracism.utoronto.ca)

Grad Life  
[sgs.utoronto.ca/gradlife](http://sgs.utoronto.ca/gradlife)

Graduate Students' Union  
[utgsu.ca](http://utgsu.ca)

Health & Wellness  
[healthandwellness.utoronto.ca](http://healthandwellness.utoronto.ca)

English Language and Writing Support Office  
[uoft.me/sgselws](http://uoft.me/sgselws)

Multi-Faith Centre  
[multifaith.utoronto.ca](http://multifaith.utoronto.ca)

Sexual & Gender Diversity Office  
[sgdo.utoronto.ca](http://sgdo.utoronto.ca)

Student Accounts  
[www.fees.utoronto.ca](http://www.fees.utoronto.ca)

## About Toronto

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Government of Canada – Official Website  
[canada.gc.ca](http://canada.gc.ca)

Ontario Travel & Tourism  
[ontariotravel.net](http://ontariotravel.net)

City of Toronto – Official Website  
[toronto.ca](http://toronto.ca)

City Directory  
[toronto.ca/city\\_directory](http://toronto.ca/city_directory)

Community, Social, Health and Government Services  
[211toronto.ca](http://211toronto.ca)

Tourism Toronto  
[seetorontonow.com](http://seetorontonow.com)

Shopping and Events in Toronto  
[toronto.com](http://toronto.com)

A Guide to Toronto  
<http://www.cs.toronto.edu/caise02/guidecaise.pdf>

Toronto Public Libraries (TPL)  
[torontopubliclibrary.ca](http://torontopubliclibrary.ca)

TPL - ESL and Newcomer Programs  
[torontopubliclibrary.ca/programs-and-classes/categories/newcomer-esl-programs.jsp](http://torontopubliclibrary.ca/programs-and-classes/categories/newcomer-esl-programs.jsp)

TPL - Health and Wellness Classes  
[torontopubliclibrary.ca/programs-and-classes/categories/health-wellness.jsp](http://torontopubliclibrary.ca/programs-and-classes/categories/health-wellness.jsp)

TPL Library holdings in languages other than English  
[torontopubliclibrary.ca/books-video-music/your-language/](http://torontopubliclibrary.ca/books-video-music/your-language/)

## Transit

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Bike Share Toronto  
[bikesharetoronto.com](http://bikesharetoronto.com)

GO Transit (regional trains and buses)  
[Gotransit.com](http://Gotransit.com)

Green P Parking  
[parking.greenp.com](http://parking.greenp.com)

Toronto Transit Commission (local buses & subways)  
[ttc.ca](http://ttc.ca)

## Housing

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Canpages Real Estate  
[canpages.ca/real-estate](http://canpages.ca/real-estate)

Gottarent.com  
[gottarent.com](http://gottarent.com)

RentCanada  
[rentcanada.com](http://rentcanada.com)

Viewit.ca  
[viewit.ca](http://viewit.ca)



# Contacts

## Department of Family and Community Medicine

[dfcm.utoronto.ca](http://dfcm.utoronto.ca) | 500 University Avenue, 5<sup>th</sup> Floor

Dr. Abbas Ghavam-Rassoul	Program Director, MScCH (HPTE), MEF, CTC and CRC	<a href="mailto:a.ghavam.rassoul@utoronto.ca">a.ghavam.rassoul@utoronto.ca</a>	Tel: 416-978-1914
Dr. Curtis Handford	Program Director, MPH (FCM), MScCH (FCM), AF and CRC	<a href="mailto:curtis.handford@utoronto.ca">curtis.handford@utoronto.ca</a>	Tel: 416-978-1914
Diana Kam	Program Coordinator	<a href="mailto:healthteach.grad@utoronto.ca">healthteach.grad@utoronto.ca</a>	Tel: 416-978-8363
Ancy Jacob	Program Assistant	<a href="mailto:familymed.grad@utoronto.ca">familymed.grad@utoronto.ca</a>	Tel: 416-978-1914
Robyn Butcher	DFCM Librarian	<a href="mailto:dfcm.librarian@utoronto.ca">dfcm.librarian@utoronto.ca</a>	Tel: 416-978-5606

## Dalla Lana School of Public Health Graduate Office

[www.dlsph.utoronto.ca](http://www.dlsph.utoronto.ca) | 155 College Street, 6<sup>th</sup> Floor

Joan Kwan	Graduate Officer	<a href="mailto:joan.kwan@utoronto.ca">joan.kwan@utoronto.ca</a>	Tel: 416-978-1552
Ellen Sokoloff	Information and Data Management Office	<a href="mailto:e.sokoloff@utoronto.ca">e.sokoloff@utoronto.ca</a>	Tel: 416-978-8559
Diane Tang / Vanessa Anievas	Graduate Assistants	<a href="mailto:grad.dlsph@utoronto.ca">grad.dlsph@utoronto.ca</a>	Tel: 416-978-0901

## Emergency, Safety and Support Services

[www.communitysafety.utoronto.ca](http://www.communitysafety.utoronto.ca) | 416-978-1485

Emergency Services		UofT Safety Services	
Fire, Police, Ambulance	911	Campus Community Police (information)	416-978-2323
Campus Community Police	416-978-2222	WalkSmart	416-978-7233
After Hours Community Support		UofT Support Services & Equity Offices	
Distress Centres	416-408-4357	Counselling & Psychological Services	416-978-8070
Gerstein Centre (mental health crisis)	416-929-5200	Assault Counsellor Educator	416-978-0174
Assaulted Women's Helpline	416-863-0511	Sexual Harassment Office	416-978-3908
Toronto Rape Crisis Centre	416-597-8808	Anti-Racism & Cultural Diversity Office	416-978-1259
Sexual Assault & Domestic Violence Care Centre	416-323-6040	Sexual & Gender Diversity Office	416-946-5624
		Accessibility Services	416-978-8060
Good2Talk	1-866-925-5454	Health Service	416-978-8030

