



Family & Community Medicine
UNIVERSITY OF TORONTO

MScCH (HPTE)

Student Handbook 2017 - 2018



TEACHING & LEARNING
EDUCATION SCHOLARSHIP

FACULTY
DEVELOPMENT

CLINICIAN EDUCATOR

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Handbook also available online: dfcm.utoronto.ca/grad-getting-started

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Introduction

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

This unique graduate studies program 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 and 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 including the Master of Science in Community Health. 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 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 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 on average a total of 360 hours on-campus class attendance plus 160 to 320 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 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 and SGS or by special arrangement at other Canadian universities. 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 participants, to get to know their classmates, integrate into the "community" of the MScCH program 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

Students should always familiarize themselves with the course drop deadline for every term. Withdrawing from a course after the drop date can result in both academic and financial penalties. Key dates can be found at: 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

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	www.dlsph.utoronto.ca/page/timetables
Other UofT graduate level courses	sgs.utoronto.ca
Approved courses at other Ontario universities	www.sgs.utoronto.ca/Documents/Ontario+Visiting+Graduate+Student+Agreement.pdf
Approved courses at other Canadian universities	www.sgs.utoronto.ca/Documents/CUGTA.pdf

* 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
CHL5004H Intro to Public Health (modular)	0.5			
CHL5300H Public Health Policy	0.5			
CHL5607H Teaching & Learning (A): Principles and Theories	0.5			
AND				
CHL5608H Teaching & Learning (B): Practical Issues & Approaches	0.5			
OR				
INTAPT (modular) Equivalent to CHL5607H + CHL5608H	1.0			
CHL5609H (or approved alternate) Continuing Education in the Health Professions	0.5			
CHL5611H (or approved alternate) Continuing Education—Planning, Management and Evaluation	0.5			
CHL5690H 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; consult our website for the most current information: dfcm.utoronto.ca/grad-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
CHL5603Y: Social, Political and Scientific Issues in Family Medicine	Samantha Green	Continuous July – June	Wednesdays 0900h -1200h	Room 303 500 University Avenue
CHL5605H: Research Issues in Family Medicine / Primary Care	Paul Krueger, Sheila Dunn	September – December	Wednesdays (x10) 1300h-1700h	Room 303 500 University Avenue
CHL5607H: Teaching & Learning A: Principles & Theories	Judith Peranson	July – August	Thursdays (x5) 0800h -1700h	Room 303 500 University Avenue
CHL5608H: Teaching & Learning B: Practical Issues & Approaches	Judith Peranson, Kathleen Doukas	May—June	Thursdays (x5) 0800h -1700h	Room 303 500 University Avenue
CHL5607H & CHL5608H: INTAPT	A. Ghavam-Rassoul, J. Peranson, 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 th flr conference room 525 University Avenue
CHL5610H: Theory and Practice of Behaviour Change	Peter Selby Dawn Martin	May – June	Fri / Wed (x8)	Room 103 175 College Street
CHL5611H: Continuing Education – Planning, Management and Evaluation	Savithiri Ratnapalan	5 days in May	0800h – 1700h	12 th 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	TBD			
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
CHL5616H: Applied Survey Methods for Health Care Professionals	Paul Krueger	April—June	Weds (x9) 1300h-1700h	Room 303 500 University Avenue
CHL5617H: Educational Technology for Health Practitioner Education	Heather MacNeill, Cindy Plunkett	January – April	Tuesdays In class and online	Bridgepoint Health
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.	Julia Alleyne, Jocelyn Charles	January—April	Thurs (x10) 0900h-1200h	Room 303 500 University Avenue
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: 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: dfcm.utoronto.ca/grad-courses

CHL5601H: Appraising and Applying Evidence to Assist Clinical Decision-Making (ONLINE COURSE)

Instructors: 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 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.

CHL5603Y: Social, Political & Scientific Issues in Family Medicine

Instructor: Samantha Green
Wednesday mornings, 9 a.m. to 12 noon
Year-long course: July 1 to June 30 or Sept 1 to Aug 31

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.

CHL5605H: Research Issues in Family Medicine / Primary Care

Instructors: Paul Krueger 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.

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

Instructor: Judith Peranson
Thursdays, July – August, 5 full day sessions

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.

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

Instructors: Judith Peranson and Kathleen Doukas
Thursdays, April – June, 5 full day sessions

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.

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

Instructors: Abbas Ghavam-Rassoul, Judith Peranson, et al.
One week in fall and one week in winter
Combined CHL5607H + CHL5608H

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.

CHL5609H: Continuing Education in Health Professions

Instructor: Savithiri Ratnapalan
5 full Mondays in the fall

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.

Course Descriptions

Visit our website for detailed course descriptions: dfcm.utoronto.ca/grad-courses

CHL5610H: Theory and Practice of Behaviour Change in Health Professional Settings

Instructors: Peter Selby and Dawn Martin
Fridays/Wednesdays, May-June

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: Savithiri Ratnapalan
5 days in May
Pre-requisite: CHL5609H

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: Susan Wagner
One week in June

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: TBD

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

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

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.

CHL5616H: Applied Survey Methods for Health Care Professionals

Instructor: 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.

CHL5617H: Educational Technology for HP Education

Instructors: 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.

Course Descriptions

Visit our website for detailed course descriptions: dfcm.utoronto.ca/grad-courses

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

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

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.

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

Instructors: Julia Alleyne and Jocelyn Charles
Thursday mornings, January—April

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.

Pilot 1: Faculty Development in the Health Professions I

Instructors: Karen Leslie and Jana Lazor
Fridays, January – April

Pre-requisite: CHL5607H and CHL5608H

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

Instructor: 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/students/current-students/guidelines-for-reading-and-research-courses/

CHL5690H: MScCH Required Practicum

Minimum 160 hours

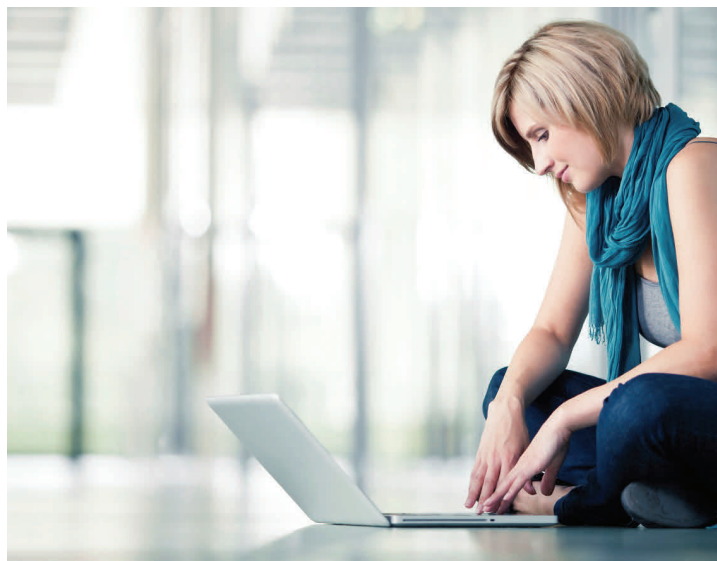
The required practicum provides an opportunity for learners to apply and reflect on the theory and knowledge gained in coursework by engaging in new academic projects in their professional settings.

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 (tcard.utoronto.ca)

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)

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 (email.utoronto.ca)

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

UofT Libraries (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 T-Cards to borrow items from the University's vast network of libraries.

Wireless Network (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)

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)

The Portal is an online learning management system which allows students to access course materials and resources. 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. Be sure to subscribe to the discussion board in order to receive a notification whenever a new announcement is posted.

DFCM Website (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 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

- 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
medicine.utoronto.ca/sites/default/files/Appropriate%20Use%20of%20The%20Internet.pdf
- Hollenberg Report on Creative Professional Activity
deptmedicine.utoronto.ca/sites/default/files/The%2BHollenberg%2BReport.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.

Study Spaces

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 hours which may be more suitable to your needs. For a list of central libraries and their hours please visit [re-source.library.utoronto.ca/hours/](https://source.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

Website: dfcm.utoronto.ca/landing-page/library

Supplies

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

Photocopying and Printing

Students may use the departmental photocopier and printer without charge for *small* print jobs. The Department ID for our students is 5001. There is no password. The program asks all learners to show restraint in the use of photocopying and to keep the ID confidential.

Kitchen Facilities

Students are welcome to use the kitchen facilities while at the department. Students are asked to clean up after themselves and ensure that all rooms are left tidy after each session.

Accommodations

Accessibility

The University provides academic accommodations for students with disabilities in accordance with the terms of the Ontario Human Rights Code. This occurs through a collaborative process that acknowledges a collective obligation to develop an accessible learning environment that both meets the needs of students and preserves the essential academic requirements of the University's courses and programs.

If you have a disability/health consideration that may require accommodations, please feel free to approach your course instructors and/or the Accessibility Services (studentlife.utoronto.ca/as).

The sooner you let us know your needs the quicker we can assist you in achieving your learning goals in the program.

Religious Accommodations

The University makes every effort to accommodate students who observe religious Holy Days. If you are requesting religious accommodation, please submit a written request to your instructors a minimum of 3 weeks in advance. Students should follow up with a face-to-face request.

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 the Enhanced Skills programs offered by the DFCM can be found on the website: dfcm.utoronto.ca/enhanced-skills-program

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 and 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

UofT 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 and practica. 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.dlsp.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: Annually in May

McKinnon Palmer Academic Award

To be awarded on the basis of academic excellence. Preference will be given to a graduate student with a sustained interest in academic Family Medicine.

Janus CPD Grants

These grants support CFPC members who are in active practice to carry out CPD or CME activities related to meeting the needs of their patients and communities. cfpc.ca/Janus_CPD_Scholarships_Practice_Scholarship/

Deadline: Annually in February

Support for DFCM Faculty

Graduate Fees Support for Faculty

dfcm.utoronto.ca/tuition-support

Professional Stream Master's 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: September 30th (subject to program renewal)

Dr. Harrison Waddington Fellowship

dfcm.utoronto.ca/waddington-fellowship

This award supports the recipient in pursuing peer-reviewed dissemination of an education scholarship project beyond what is required for their graduate program.

Deadline: TBC

Support for Full-Time Clinical Faculty

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

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.

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 students 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 CPSO: inquiries@cpso.on.ca | cpso.on.ca

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 may take upwards of 8 weeks.

cic.gc.ca/english/study/study.asp

Centre for International Experience (CIE)

The CIE provides information and support to UofT's international student community. We encourage students to familiarize themselves with the CIE's services: cie.utoronto.ca

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 room to \$3000/month for a three bedroom apartment. Many websites and local newspapers have listings of available rental housing by area.

The University of Toronto Housing Services

housing.utoronto.ca

Student Family Housing

studentfamilyhousing.utoronto.ca

Tartu College Residence

310 Bloor Street West | Phone: 416-925-9405

tartucollege.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) 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 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

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/

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

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

Toronto Public Schools

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

Useful Websites

University Services

Academic Success Centre
asc.utoronto.ca

Accessibility Services
accessibility.utoronto.ca

Anti-Racism & Cultural Diversity Office
www.antiracism.utoronto.ca

Grad Life
sgs.utoronto.ca/gradlife

Graduate Students' Union
utgsu.ca

Health & Wellness
healthandwellness.utoronto.ca

English Language and Writing Support Office
uoft.me/sgselws

Multi-Faith Centre
multifaith.utoronto.ca

Sexual & Gender Diversity Office
sgdo.utoronto.ca

Student Accounts
www.fees.utoronto.ca

About Toronto

Government of Canada – Official Website
canada.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

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

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/

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

Department of Family and Community Medicine

dfcm.utoronto.ca | 500 University Avenue, 5th Floor

Dr. Julia Alleyne	Program Director, MPH (FCM), MScCH (FCM), AF and CRC	julia.alleyne@utoronto.ca	Tel: 416-978-1914
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Diana Kam	Program Coordinator	healthteach.grad@utoronto.ca	Tel: 416-978-8363
Ancy Jacob	Program Assistant	familymed.grad@utoronto.ca	Tel: 416-978-1914
Robyn Butcher	DFCM Librarian	dfcm.librarian@utoronto.ca	Tel: 416-978-5606

Dalla Lana School of Public Health Graduate Office

www.dlsph.utoronto.ca | 155 College Street, 6th Floor

TBD	Graduate Officer	TBD	Tel: 416-978-1552
Ellen Sokoloff	Graduate Program Administrator	e.sokoloff@utoronto.ca	Tel: 416-978-8559
Vanessa Anievas and Diane Tang	Graduate Assistants	grad.dlsph@utoronto.ca	Tel: 416-978-0901

Emergency, Safety and Support Services

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

Notes

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Academic Fellowship and Graduate Studies Program

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