



Family & Community Medicine UNIVERSITY OF TORONTO

Dear Prospective Preceptor,

**Re: Family Medicine Longitudinal Experience (FMLE)
Department of Family and Community Medicine (DFCM)
Faculty of Medicine, University of Toronto**

Thank you for your interest in becoming a FMLE preceptor. We are delighted to provide students with the opportunity to benefit from all that you bring to the table both personally and professionally. Good role models are one of the most important decision tools for medical students when it comes to a future career choice.

In addition to your enthusiasm, desire to teach and interest in showcasing the wonderful specialty of family medicine to future physicians, you will be asked to evaluate your FMLE medical student(s). You will be given straightforward guidelines on how to do so but it should be recognized that this is a responsibility that carries weight for the students.

All of those who go on to become FMLE preceptors must apply for and receive a University of Toronto clinical faculty appointment. The attached application package will assist you in applying for a clinical faculty appointment.

As a faculty member of the DFCM, there are several benefits that you are eligible for. The DFCM offers a wealth of information around mentorship, professional development, excellent library resources and conferences. A list of our benefits has been included with this letter for your reference. You will also receive a small stipend.

What do I need to qualify for a clinical faculty appointment?

1. Evidence of CFPC Certification and/or Membership
2. Evidence of CMPA (current membership—see sample)
3. Evidence of CPSO (current membership)
4. A Certificate of Professional Conduct (from the CPSO)

If I qualify, what are the next steps?

1. Prepare and submit a complete clinical faculty appointment application package.

We have attached a checklist along with instructions for submitting your application package.

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FMLE Preceptor

We invite you to visit our website at <http://www.dfcu.utoronto.ca/> to review our current news and event.

We look forward to working with you!

Sincerely,



Dr Kymm Feldman
Program Director
Undergraduate Education



Dr Susan Goldstein
FMLE Course Director

Your contact person in the FMLE office is:

Susan Rice
Undergraduate FMLE and Communications Assistant
E: s.rice@utoronto.ca
T: 416-946- 5249
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Benefits of a Clinical Faculty Appointment

Family Medicine Longitudinal Experience (FMLE)
Department of Family and Community Medicine (DFCM)

BE RECOGNIZED

- The University of Toronto's Department of Family and Community Medicine (DFCM) is recognized internationally for its clinical, educational and research excellence
- Our faculty members are:
 - Clinical and academic leaders
 - Breaking new ground in areas such as inner city health, HIV/AIDS, addiction medicine, global health, palliative care and immigrant and aboriginal health
 - Practicing in inner city, urban, suburban, rural and international settings
- DFCM is shaping the future of family medicine in Canada. We provide:
 - A rich and diverse learning experience for our students and residents
 - A comprehensive and innovative curriculum
- DFCM research is improving quality of care for individuals and communities

GET CONNECTED

- Become part of the largest Department of Family Medicine in Canada
- Work with clinical and academic leaders
- Access the Mentorship Network at the DFCM:
(<http://www.dfc.utoronto.ca/facultyandstaff/pdce/mentoring.htm>) for support in clinical and teaching roles, work-life balance issues and academic career development
- Receive information about current Family Medicine issues through departmental newsletters, email, and local site representatives

STAY UP TO DATE

- Receive a TCard (library card) and U of T email
- Access the amazing University of Toronto Libraries (<http://www.library.utoronto.ca/home/>) and e-Resources including: Medical databases such as Medline (OVID), PubMed, The Cochrane Library, and Trip Database; Medical references such as UpToDate, Lexi-Comp, ACP Pier, Micromedex, Clinical Evidence, and more; full-text on-line journals, e-CPS, on-line textbooks, Evidence Based Guidelines, teaching resources
- Receive individual Librarian help and support for searches
- Receive individual Professional Development, website:
(<http://www.dfc.utoronto.ca/facultyandstaff/pdce.htm>) and support through a dedicated committee and local site representatives
- Access unique continuing medical education events (CME) through resources at no cost:
(<http://www.dfc.utoronto.ca/home.htm>)
- Centre for Faculty Development (<http://www.cfd.med.utoronto.ca>)
- Access academic career planning resources and find additional opportunities for academic, professional, and personal exploration and advancement



Clinical Faculty Appointment Application Checklist

Family Medicine Longitudinal Experience (FMLE)
Department of Family and Community Medicine (DFCM)

The following **mandatory** documents are required for a clinical faculty appointment application:

1. FMLE Professional Profile Form

- Please complete, sign and date (please complete accurately)

2. FMLE Clinical (MD) Academic Job Description

- Please complete (candidate's name), sign (candidate's signature) and date

3. FMLE Professional Development Plan

- Please complete (candidate's name), sign (candidate's signature) and date

4. CPSO Card

- Please provide a photocopy and ensure that membership is current and has not expired

5. CFPC Card

- Please provide a photocopy and ensure that membership is current and has not expired

6. CMPA Proof of Membership

- Please provide a photocopy and ensure that membership is current and has not expired (see attached sample)

7. Certificate of Professional Conduct

- This mandatory document can be obtained through the College of Physicians and Surgeons at a cost of \$50. The website link is:

www.cpso.on.ca/members/membership/default.aspx?id=1876



**Copies of the above documentation should be legible when submitted,
please do not fax!**

8. CV

- a. **This is optional!** You may include your CV; however, it is not a mandatory document for the application package. UofT has a suggested CV format available on our website; however, any style will be accepted. Website: <http://www.dfcu.utoronto.ca/facultyandstaff/apr/forms.htm>- scroll down to Miscellaneous – CV Template – New Faculty.



Submitting your Clinical Faculty Appointment Application

Family Medicine Longitudinal Experience (FMLE)
Department of Family and Community Medicine (DFCM)

To submit your complete clinical faculty appointment application, please choose one of the following methods:



EMAIL ⇒ fmle.recruit@utoronto.ca

To the attention of Susan Rice

Please complete the interactive PDF, print and **SCAN** all documents and email the PDF file. Don't forget to sign all the documents!



MAIL ⇒ Canada Post

Please complete the interactive PDF, print and mail all documents to:

Susan Rice
FMLE Office, DFCM
University of Toronto
500 University Ave
Toronto ON M5G 1V7



Your completed clinical faculty appointment application will be submitted to the DFCM Department Appointments Committee (DAC).
If supported, the application is sent to Human Resources for their official approval.
If approved, you will then receive an official letter of offer for a clinical faculty appointment at the DFCM.
Please allow 4 – 6 weeks processing time.