

Dear Doctor,

Thank you for your interest in Palliative Medicine Subspecialty Residency.

Background:

The Royal College of Physicians and Surgeons of Canada (RCPSC) recently recognized Palliative Medicine as a two- year subspecialty and is now accepting applications to have accredited programs in Palliative Medicine.

Accredited Programs:

At the moment, no university has an officially accredited subspecialty program in Palliative Medicine, but several universities have begun the application process and the RCPSC will review these applications in the fall. Some universities have not begun this process but plan to in the near future. Note that a program does not have to be accredited in order to accept applicants, or to begin training residents, but a program does need to be accredited within 11 months of the start of training in order for that training to be recognized for subspecialty certification.

For trainees who would begin subspecialty training on July 1, 2017 (applying for programs in Fall 2016), there will be five universities accepting applications (as per the program directors).

- University of British Columbia (1 position)
 - Program Director: Dr. Charlie Chen (charlie.chen@ubc.ca)
- University of Manitoba (1 position)
 - Program Director: Dr. Christian LaRiviere (clariviere@wrha.mb.ca)
- University of Ottawa (1 position)
 - Program Director: Dr. Chris Barnes (CBarnes@bruyere.org)
- Queen's University (1 position)
 - Program Director: Dr. Ingrid Harle (harlei@kgh.kari.net)
- University of Toronto (2 positions)
 - Program Director: Dr. James Downar (james.downar@utoronto.ca)

Royal College of Physicians and Surgeons of Canada Eligibility:

Royal College Certification in Internal Medicine, Anesthesiology, or Neurology, or enrolment in a Royal College accredited residency program in these disciplines (see requirements for these qualifications). Entry from other specialties may occur but must follow completion of the primary specialty training and must include the prerequisites of twelve (12) months of clinical medicine-based rotations with a minimum of 6 months at a senior level designed to allow achievement of competencies in the consultation and care of complex medical patients, inter-professional care, and effective communication skills. All candidates must be certified in their primary specialty in order to be eligible to write the Royal College certification examination in adult Palliative Medicine (which is still to be developed).

Eligibility Criteria:

For funding purposes, each province has criteria that must be met by the applicants who apply for positions within that province. Eligibility requirements vary from province to province. Please carefully review the criteria when preparing to apply to programs. Please visit the CaRMS website for details regarding [provincial criteria](#). If you have any questions about eligibility please consult the appropriate postgraduate dean's office.

Selection & Match Process:

For this year, the application process will take place outside of the CaRMS Medicine Subspecialty Match (MSM). In order to simplify the application process, and avoid any issue of CaRMS-related commitments, the five universities that are accepting applicants have chosen to harmonize their application processes and timelines, with the aim of making offers and confirming successful applicants prior to the CaRMS Rank Order List (ROL) submission deadline of Thursday, October 27, 2016 (which is the last day that a resident can withdraw from CaRMS). This way, no applicant should have to make the difficult decision of whether to withdraw their CaRMS application without first being certain that he/she has been accepted into a Palliative Medicine residency position.

The following timeline has been established to conduct this process:

1. **Application Submission & Deadline:** Applicants must submit completed applications no later than 11:59 p.m. EST on Friday, September 9, 2016 to the applicable residency programs:
 - University of British Columbia: Dr. Charlie Chen (Charlie.chen@ubc.ca)
 - University of Manitoba: Dr. Christian LaRiviere (clariviere@wrha.mb.ca)
 - University of Ottawa: Dr. Chris Barnes (CBarnes@bruyere.org)
 - Queen's University: Dr. Ingrid Harle (harlei@kgh.kari.net)
 - University of Toronto: Dr. James Downar (james.downar@utoronto.ca)

Applications and supporting documents submitted after September 9, 2016 will not be considered or reviewed. Any applications missing the required documents listed below will be considered incomplete.

- **Curriculum vitae**
- **Proof of residency status or certification in primary specialty**
 - e.g. transcript or letter of appointment
- **Personal Statement**
- **3 - 5 reference letters**
 - Please give some thought to your selection of referees. They should know you well and be in a position to comment on your clinical skills, knowledge and interpersonal skills. They should be able to compare your performance to the expected standard of your level, or other residents they have worked with. Letters in excess of 5 will not be reviewed; with the committee reviewing only the first 5 sequential letters in the applicant's file.

- **Canadian Citizenship** – submit one of the following documents to verify your citizenship
 - Canadian Birth Certificate or Act of Birth
 - Certificate of Canadian Citizenship
 - Confirmation of Permanent Residence in Canada
 - Passport page showing Canadian Citizenship
 - Canadian Permanent Resident Card (both sides)

Additional required IMG documents

- **Language Proficiency:** Submit one of the following documents to verify your language proficiency.
 - IELTS
 - Letter of language proficiency
 - TOEFL - IBT
 - **Must provide proof of English or French language proficiency through ONE of the following:**
 - International English Language Testing System (IELTS) with a minimum score of 7 in each component, OR
 - TOEFL-ibt – passing score of 93 including a minimum score of 24 on the speaking section, OR
 - A pass result in the French proficiency test administered by the Collège des Médecins du Québec, OR
 - Candidates for whom their primary and secondary, or medical school education was conducted in English or French, the Ontario medical schools will accept Language Proficiency Attestations as follows:
 1. **Primary and Secondary Education:** Mailed directly from the Senior Academic Administrators of both schools to the program confirming that all of the candidate’s primary and secondary education was conducted completely in English or French.
 2. **Medical School:** Mailed directly from the Dean of the candidate’s medical school confirming that the language of instruction and patient care was conducted completely in English or French OR
 3. **International Medical Education Directory (IMED) Language Option** – If the instruction and the language of patient care at the undergraduate medical school was conducted completely in English or French, then a candidate can submit to the Program a copy or printout of the World Director of Medical Schools website listing the medical school which clearly states that the language of instruction is English or French.
 - MCCEE – Statement of Results
 - MCCEE – Supplemental Feedback Report
2. **Interview Invitations:** Programs will contact all applicants selected for an interview, via email, between Wednesday, September 14, 2016 and Friday, September 16, 2016 (inclusive).
 3. **Interview Process:** Interviews will be conducted by the residency programs between Wednesday, October 5, 2016 and Thursday, October 13, 2016 (inclusive). Please see interview schedule below:

October 5th, 2016: Queen's University
October 6th, 2016: University of Toronto
October 7th, 2016: Ottawa University
October 12th, 2016: University of British Columbia
October 13th, 2016: University of Manitoba

4. **Rank Order List (ROL):** After interviews are conducted, both candidates and schools are to submit their ROL to Mary-Kay Whittaker marykay.whittaker@utoronto.ca before 3:00 p.m. EST on Monday, October 17, 2016. Ms. Whittaker is an independent consultant who previously ran the Ontario IMG match. She is currently on contract with the University of Toronto, but will operate as a neutral third party.
5. **Match Results:** Match results will be submitted to candidates and Program Directors by 12:00 p.m. EST on Tuesday, October 18, 2016.
6. **Match Confirmation:** Candidates are to confirm their acceptances with their matched school Program Director by email as soon as reasonably possible. The deadline to confirm acceptance is 12:00 p.m. EST on Friday, October 21, 2016. *Please refer to #4 below – Match Commitment.*

Specific details of the Palliative Medicine Residency 2017 Match are described in sections 1-7 below.

1. Rank order lists

To participate in the 2017 Palliative Medicine Residency match, an applicant shall submit a Rank Order List (ROL) electronically through email to: marykay.whittaker@utoronto.ca. If there is no submitted ROL by the deadline date Monday, October 17th, 2016 by 3:00 p.m. EST the applicant is automatically removed from the match and will not receive match results.

An applicant agrees that their ROL, giving their preferred list of residency programs, is to be the sole determinant of the order of their preference for matching to the residency programs to which they have applied.

2. Match Algorithm

The match uses the same algorithm as CaRMS. The CaRMS algorithm compares ROLs submitted by applicants and programs and matches applicants to programs based on both parties' stated preferences. The algorithm is applicant-proposing, meaning it starts with an attempt to place an applicant into his or her most preferred program. In this way, the algorithm provides applicants with their best possible outcome based on the ROL submitted. At the end of the matching process, each applicant has either been matched to the most preferred choice possible from their ROL or all choices submitted by the applicant have been exhausted and they have not been matched. The final preferences of applicants and programs, as indicated in their ROLs, determine the match outcome.

3. Qualifications for Licensure

A matched applicant must meet all of the criteria to obtain the appropriate licensure from the medical regulatory authority in the province to which they have been matched by July 1 of the year in which the

residency commences. Failure to meet the criteria for appropriate licensure by the commencement of the residency program will result in the automatic release from the residency program.

4. Match Commitment

The listing of a Palliative Medicine residency program by an applicant on the applicant's submitted ROL establishes a commitment to accept an appointment if a match results, it is the applicant's responsibility to avoid the possibility of matching in more than one match at the same time.

Each such appointment is subject to the official policies of the appointing institution in effect on the date the residency program submits its ROL and is contingent upon the matching applicant meeting all eligibility requirements imposed by those policies.

The participating residency program and institution, in their discretion, may release an applicant from their commitment if they deem it would otherwise cause an applicant serious hardship.

A matched applicant shall be available to begin training in the residency program to which they are matched for July 1 of the year in which the residency commences.

5. Restriction on Persuasion

Although an applicant and a residency program may mutually express a high degree of interest in each other, they but **may not** make statements implying any commitment.

- a. An applicant **may not** make any verbal or written contract for appointment to a residency position prior to completion of the matching program; and
- b. An applicant **may not** request the ranking preference of a residency program.

6. Confidentiality

The information submitted in both programs and applicant ROLs is confidential. The neutral individual conducting the match will not release or disclose such information in any manner that permits individual identification of either a resident program or an applicant.

7. Match Results

The neutral individual shall make available applicant match results and contact information on Tuesday, October 18, 2016.

Individual applicant match results shall be sent to:

- a. The residency program to which the applicant has been matched;
- b. The applicant

Please indicate your understanding of the process and willingness to participate in this matching process by signing and returning this letter to the Palliative Medicine Residency that you have applied to.

Applicant Name: _____

Date: _____

Applicant Signature: _____

Witness Signature: _____

Sincerely,

Palliative Medicine Residency Program Directors of Canada

Rank Order List

Palliative Medicine Subspecialty Residency Selection List for July 2017

Applicant Name: _____

Date: _____

Signature: _____

Please rank the order of preferred school in which you would like to complete your Palliative Medicine subspecialty residency training. The first ranked school (number 1) is your most preferred place to train, followed by your next preferred schools in order of declining preference.

Please only rank schools where you have interviewed and you are willing to train.

Your rank list acknowledges your understanding and commitment that you may be matched to any school that you list below. Similar to the CaRMS match, some candidates may not get their first choice, and some candidates may go unmatched.

1.	
2.	
3.	
4.	
5.	

Please send this Rank Order List to marykay.whittaker@utoronto.ca by 3:00 p.m. EST on Monday, October 17, 2016.