**Fellowship Checklist 2023-2024 – Part 1**

**Department of Medical Imaging, University of Toronto**

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**1. Fellowship University of Toronto Offer Letter**
   - University of Toronto (UofT) offer letters will be sent by the Fellowship office at the Department of Medical Imaging, along with the Specific Fellowship Goals and Objectives.
   - All candidates who were interviewed by November 2021 are expected to receive the UofT fellowship offer letter by January 2022. For those candidates who were interviewed after October 2021 the UofT fellowship letter will be sent to you by Spring 2022.

**2. Corporation Offer Letter (Employment Contract)**
   - Corporation offer letters will be sent by the Fellowship office at the Department of Medical Imaging together with the UofT offer letter.
   - All candidates who were interviewed by November 2021 are expected to receive both offer letters by January 2022. For those candidates who were interviewed after October 2021 the offer letters will be sent by Spring 2022.

3. **A UofT Postgraduate Medical Education Office (PGME) Online Appointment Tracking System (OATS) account will be created for candidates by December 2022. Please note PGME only accepts appointments 6 months prior to fellowship start date. This is due to time constraints related to Immigration, Refugee, and Citizenship Canada (IRCC) that cannot be avoided.**

4. Trainees can then log in to their OATS accounts, fill in all personal information and upload the following:
   - Updated Curriculum Vitae (should have a line clarifying the date of update at the start of the CV).
   - Medical School Diploma in original language (with translation if applicable)
   - Specialty Certification in original language (with translation if applicable)
   - Proof of Citizenship Document (passport)
-Please be careful to upload the correct documents to OATS as you only have one attempt. In case of error, please email the correct document to sarah.bakhit@utoronto.ca.

5. Medical Degree and Specialty Certificates (Original and Translated copy in English)
   • If the certificates are in a language other than English and French, then the certificate needs to be translated to English.
   • Translations must be completed by a Certified Member of the Association of Translators and Interpreters of Ontario (www.atio.on.ca) or one of the equivalent Association of Translators and Interpreters in another Canadian province/territory. A Canadian Embassy overseas or a foreign embassy or consular office in Canada authorized to certify translations.
   • Translation services: https://atio.on.ca/ or https://physiciansapply.ca/
   • Copies of BOTH the original language and the translated version are required to be submitted to OATS by December 2022 at the latest to so PGME can proceed with your fellowship registration.

6. Document Source Verification – see update from CPSO website below
   • https://www.cpso.on.ca/CPSO/media/Documents/physician/registration-applicants/apply-for-registration/guidelines-registration-process-timelines.pdf
     “Acceptable Outside Verification Sources - physiciansapply.ca
     Source-verification of medical degree credentials by physiciansapply.ca is no longer a requirement for registration with this College. However, if you previously applied to the College and your medical degree that was source-verified by physiciansapply.ca was accepted, you are not required to resubmit evidence of your graduation with any subsequent application”
   • Translation services are also available through physiciansapply.ca.
     https://physiciansapply.ca/services/translation-of-your-documents/

7. PGME will email you regarding the CPSO Registration and Work Permit Application in December 2022/January 2023.

CPSO Registration
   • CPSO Requirements: http://www.cpso.on.ca/Physicians/Registration/Requirements
   • CPSO Application: https://www.cpso.on.ca/Physicians/Registration/Apply-for-Registration
   • Please submit CPSO application at least 5 months in advance of expected start date of fellowship to ensure that CPSO has the time to review all supporting documentation.
   • January 2023 at the latest
Work Permit Application

- Work permit application is submitted by fellowship candidates in their home country.
- PGME office will be seeking the necessary governmental approvals in Canada for your temporary employment here as a Clinical Fellow; They will also guide you through the registration requirements. As soon as these approvals are obtained, PGME will email you a “Letter of Eligibility” and required IRCC approvals (LMIA). These approvals will allow you to apply for your work permit from Embassy/Consulate abroad.
- You will be applying for a work permit with a LMIA exemption, International Mobility Program.
- Partner/spouse will be able to apply for an “open” work permit. As you will be authorized to work in Canada longer than six months and you will meet the minimum skill level, your partner/spouse may apply for a work permit that is “open” and it will allow them to accept any job with any employer. Their permit will be valid for the same period as you are authorized to work in Canada. You will submit an application for them along with your application, this will all be done online. They will also have to fulfill all the requirements and most likely undergo a medical exam.
- If your partner/spouse does not apply for an “open” work permit, you will list them as your accompanying dependent on your application. A lot of fellows come with their common law partners under the same application. There should be a document to fill out attesting you are common law.
- Any questions re: work permit, CPSO, LMIA etc., please directly contact: Nicole Parchment - Registrarial Administrator, Visa Trainee Postgraduate Medical Education 416-946-3079 | nicole.parchment@utoronto.ca

8. PGME will set up fellowship candidate’s Power account on the Power system by March 2023/April 2023.

9. Letter of Appointment

- PGME will email the Letter of Appointment (LOA) to the candidate in March 2022 along with registration requirements.
- The candidate has to sign/date and electronically submit back to PGME.
10. PGME Requirements

- Immunization Records, CPSO licence, CMPA Coverage, Completion of Web based modules, Registration fees.
- For a complete list of PGME requirements, please refer to your PGME Power account.
- CMPA registration is required before starting fellowship
  https://www.cmpa-acpm.ca/en/joining-cmpa/how-to-apply
- **Certificates of good standing has a six-month expiry.** Best not to submit this document too early to the CPSO because of the expiry date.

11. Hospital Requirements

- Approximately one month prior to fellowship start date, teaching hospitals will send out an email with a list of orientation requirements to be completed prior to starting your fellowship at their teaching sites –
- Contacts for individual hospitals:
  a) Mount Sinai Hospital-University Health Network-Women’s College Hospital –
     Lindy Hudson lindy.hudson@uhn.ca
  b) Sunnybrook Health Sciences Centre –
     Kimberly Wong, kimberly.wong@sunnybrook.ca
  c) St. Michael’s Hospital –
     Beverly Penny, Beverly.Penny@unityhealth.to