

## **Fellowship Checklist 2024-2025 – Part 1**

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

*Authors:*

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#### **1. University of Toronto Offer Letter**

- University of Toronto (UofT) offer letters will be sent by the Fellowship administrator at the Department of Medical Imaging, along with the Specific Fellowship Goals and Objectives.
- All successful candidates interviewed before/by December 2022 will receive the UofT fellowship offer documents by January 2023. All successful candidates interviewed early 2023 will receive the UofT fellowship documents by Spring 2023.

#### **2. Corporation Offer Letter (Employment Contract)**

- Corporation offer letters will be included in with the UofT offer documents sent by the Fellowship administrator at the Department of Medical Imaging in January 2023. If, for any reason, these documents are not available at that time, the corporation will send these letters at a later date to the fellow directly.
- All successful candidates interviewed before/by December 2022 will receive both offer letters by January 2023. All successful candidates interviewed early 2023 will receive the offer documents by Spring 2023.

3. A UofT Postgraduate Medical Education (PGME) Office Online Appointment Tracking System (OATS) account will be created for candidates **by December 2023**. **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 (please include the date you updated this at the top of your 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)
  - Proof of Funding
  - 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 [mi.fellowships@utoronto.ca](mailto:mi.fellowships@utoronto.ca).
  
5. Medical Degree and Specialty Certificates (Original and Translated copy in English)
  - If the degree/certificates are in a language other than English and French, then they must be translated to English.
  - Translations must be completed by:
    - i. A Certified Member of the Association of Translators and Interpreters of Ontario ([www.atio.on.ca](http://www.atio.on.ca)) or
    - ii. An equivalent Association of Translators and Interpreters in another Canadian province/territory.
    - iii. 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 2023 at the latest** to so PGME can proceed with your fellowship registration.
  - If your specialty certificate is not available by December 2023, please upload the letter you received from your Royal College stating that you are eligible to write the Royal College examinations instead.
  
6. **PGME will email you regarding the CPSO Registration and Work Permit Application in December 2023/January 2024.**

#### **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 2024 at the latest

### **Work Permit Application**

- Work permit application is submitted by fellowship candidates in their home country
- The 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 the required 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 the applicable Embassy/Consulate abroad.
- You will be applying for a work permit with a LMIA exemption, International Mobility Program.
- Your 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 regarding work permit, CPSO, LMIA etc., please directly contact:  
Nicole Hantoumakos - Registrarial Administrator, Visa Trainee  
Postgraduate Medical Education  
416-946-3079 | [nicole.parchment@utoronto.ca](mailto:nicole.parchment@utoronto.ca)

### **7. PGME will set up fellowship candidate’s POWER account by March 2024/April 2024.**

### **8. Letter of Appointment**

- PGME will email the Letter of Appointment (LOA) to the candidate in March 2024 along with registration requirements.
- The candidate has to sign/date and electronically submit back to PGME.

### **9. 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 POWER account.
- CMPA registration is required before starting fellowship, please link below:  
<https://www.cmpa-acpm.ca/en/joining-cmpa/how-to-apply>
- **Certificates of good standing have a six-month expiry.** Best not to submit this document too early to the CPSO because of the expiry date.

## 10. 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 Savelli, [lindy.savelli@uhn.ca](mailto:lindy.savelli@uhn.ca)
  - b) Sunnybrook Health Sciences Centre –  
Kimberly Wong, [kimberly.wong@sunnybrook.ca](mailto:kimberly.wong@sunnybrook.ca)
  - c) St. Michael’s Hospital –  
Alyanna Ramirez, [Alyanna.ramirez@unityhealth.to](mailto:Alyanna.ramirez@unityhealth.to)