# RAMQ FUNDED FORMATION COMPLEMENTAIRE APPROVAL PROCESS

## Definitions:

- **Formation complémentaire (FC):** any period of training following completion of specialty or subspecialty resident training. An FC training of at least one (1) year duration is required for recruitment to all university designated teaching hospitals. This needs to be documented for presentation to the MSSS by the DPS office of the recruiting hospital.
- **CVDFM:** Conférence des vice-doyens postdoctoraux
- **MSSS:** Ministère de la Santé et des Service Sociaux du Québec (Quebec Ministry of Health)
- **PEM:** Plan effectif médicaux – medical manpower slot or quota
- **PREM:** Plan régionale des effectifs médicaux – medical manpower quotas for all of Quebec and the regulations that apply (Règles de gestion)
- **PGME:** Faculty of Medicine Postgraduate Medical Education Office

## Regulations and Eligibility:

In 2014, the MSSS, in collaboration with the 4 Quebec medical faculties, undertook a review of the formation complémentaire regulations regarding recruitment of physician specialists to teaching hospitals. This review was done to standardize the application of the regulations by all four Quebec medical faculties. A further review was undertaken in 2015 with the result that new regulations came into effect on October 5, 2016. This version has been updated (as of November 2, 2017).

The "Règles portant sur la formation complémentaire (fellowship) effectuée au Québec and the accompanying form are on the Academic Affairs web site at: [http://www.mcgill.ca/medicine-academic/policies/recruitment/md](http://www.mcgill.ca/medicine-academic/policies/recruitment/md). The Règles should be carefully reviewed to ensure that all personnel who are involved in recruitment procedures are aware of the regulations. As well, all those who are implicated in residency training should be informed of the Règles.

The following are the key points of the regulations in place:

1. An FC of a minimum of 12 months is required for all specialist recruitments to a McGill university designated teaching hospital (MUHC, JGH, SMH, DI and Shriners).
2. **The FC cannot be done in an institution affiliated with the recruiting university**;
3. The FC is normally completed prior to the specialist’s start of employment in the teaching hospital;
4. All FCs must be approved by the Faculty of Medicine Dean or Vice-Dean (Health Affairs), and the Director of Professional Services (DPS) of the recruiting hospital;
5. Approval from the Faculty is required for specialist recruitment to a teaching hospital;
   - Any changes to an already approved FC, must be resubmitted to the faculty for approval (i.e. change to the FC location, dates, supervisor, duration etc.)
   - The resident is required to inform, in writing, the Dean (or Vice-Dean) and the DPS of the date of his/her departure for the FC and upon his/her return MUST provide proof of successful completion of the FC in the form of a letter attesting to the quality and relevance of the fellowship as appropriate.
6. All regulations regarding PEMs apply to trainees leaving on FC, therefore a PEM must be secured within the PREM regulations before approving an FC.
7. For any exceptions to the FC regulations, a formal request must be submitted to the McGill DPS Committee to be reviewed case-by-case.
General Process:

In order to implement the FC regulations, the process for McGill affiliated teaching hospitals is as follows:

- The Vice-Dean, Health Affairs (Dr. S. Benaroya) will be the Dean’s designate for all FC and medical manpower requests.

- The McGill DPS Committee which currently reviews all manpower requests for specialists is designated as the committee which will review and make decisions on the FC requests.

- All FC requests whether RAMQ funded or not, will be reviewed at the Dean’s Medical Manpower meeting. All exceptional cases (as per point #7 above) will also be handled by the DPS committee.

- It is imperative that all FCs be clearly indicated on the Hospital Physician appointment form and all relevant details concerning the FC be addressed in the Chair’s cover letter to the Vice-Dean (Health Affairs).

- Manpower requests must be submitted well in advance of the FC start date (even if they are outside of Quebec) since approval from the committee will be required in advance of the trainee’s departure.

- A written confirmation of the departure date of the trainee must be sent to the Faculty. This may be done by email; the resident should be instructed to email Veronica.nahorniak@mcgill.ca (Academic Affairs administrator, Faculty of Medicine) and to cc the Chair, the hospital Chief and the DPS.

- Proof of completion of the FC must be sent to the faculty prior to approval of the academic appointment. This may be done by email; the resident should be instructed to email Veronica.nahorniak@mcgill.ca (Academic Affairs administrator, Faculty of Medicine) and to cc the Chair, the hospital Chief and the DPS.

RAMQ FUNDED FC PROCESS:

As of January 2011, formal approval from the CVDFM and the MSSS is required for all RAMQ funded formation complémentaires. This approval is required prior to the onset of the FC.

An application form is required to be completed and reviewed by the CVDFM and then sent to the MSSS for approval of the RAMQ funded formation complémentaire (FC).

*Note that the DPS of the recruiting institution must sign the form (available on the PGME website at: http://www.mcgill.ca/pgme/admissions/formation-complementaire).*

1. **Non-university recruitment:** In cases where there is no recruitment to one of the McGill teaching hospitals, the residents will coordinate with PGME in order to obtain all the required signatures and supporting documents.
   - **Trainees being recruited by a non-university affiliated hospital:** The form needs the signature of the Director of Professional Services (DPS) of the hospital recruiting or the letter of recruitment (form must be completed up to section VIII). Please ensure that there is a clear description of the content, site and dates of training. The form must be accompanied by a firm letter of offer from the recruiting hospital.
2. **University recruitment:** In cases where the resident will be recruited to one of the McGill designated teaching hospitals, the Faculty of Medicine is required to sign off on the FC request. The Faculty representative is Dr. Samuel Benaroya, Vice-Dean (Health Affairs). The process is as follows:
   - Trainees who are being recruited by a designated university affiliated hospital: The form needs all signatures noted on the application form. Please ensure that there is a clear description of the content, site and dates of training. The form must be accompanied by a firm letter of offer from the recruiting hospital. For McGill, the recruit’s name must also appear on the Faculty’s Medical Manpower list. In the case of McGill recruitment, PGME will liaise with the Vice-Dean, Health Affairs, who will sign on behalf of the Faculty of Medicine, once the recruitment is confirmed. Once approved at the university level, the Postgraduate Associate Dean is able to present the case at a meeting of the CVDFM.

**REMINDER: The FC cannot be done in an institution affiliated with the recruiting university.**

**DETAILED STEPS:**

- The resident will initiate the request via the PGME office ([pgofficer.med@mcgill.ca](mailto:pgofficer.med@mcgill.ca)). The resident must obtain the signature of the Program Director responsible for the FC. Please ensure that there is a clear description of the content, site and dates of training on the application form.

- Once the Program Director’s signature has been obtained, the resident will return the form to the PGME office.

- PGME will then forward the original form to the Faculty of Medicine (Att: Veronica Nahorniak).

- The Faculty will then send a scanned copy of the form, by email to the DPS involved as well as to the appropriate University Chair.
  - The email will act as a prompt for the manpower request to be submitted for the next Dean’s Manpower meeting.
  - If conversations regarding recruitment have not already occurred, the email should also prompt these discussions to occur with both the Chair and the DPS.

- The electronic form is NOT to be signed by the DPS, it is for information only at this time

- Once the manpower request and FC is approved at the Dean’s Manpower meeting, the DPS will be asked to sign the original application form at the meeting.

- The Vice-Dean (Health Affairs) will only sign the form, as the faculty representative, once the manpower request has been approved and a commitment to recruit has been confirmed (letter from DPS submitted).

**DOCUMENTS TO BE INCLUDED IN THE FC REQUEST:**

- The “Formulaire de demande de formation compémentaire
- A letter of commitment from the DPS detailing the steps undertaken in the recruitment process and explaining how the FC will meet the needs of the établissement (maximum 2 pages). The letter must confirm one of the following:
  1. The resident has obtained an “avis de conformité” from the MSSS and has a spot on the PEM.
2. A request is being submitted to the MSSS to obtain an “avis de conformité” (approval of a PEM), i.e. an open slot exists and is being offered to the candidate.

3. The PEM is complete but an impending departure will liberate a slot, i.e. the resident will be “jumelaged” (twinned). The departing physician must leave no later than 6 months following the resident’s return from FC.
   - In a case where there is no PEM available the DPS informs MSSS of the interest in recruiting this resident upon completion of additional training and that the DPS will request a “derogation” (exemption to the quota)
   - The candidates’ CV (short version)
   - A reference letter from the resident’s Program Director (or Department Chief or Postgraduate Associate Dean) attesting to the quality and leadership capabilities of the candidate
   - A Board resolution from the recruiting establishment ratifying the departure of the physician to whom the candidate will be jumelaged, if applicable.

- AAO will then forward the completed form, along with the DPS letter to PGME for submission to the CVDFM.
  - The deadline for submission to the CVDFM is February 28th of each year.
  - The MSSS response is sent to the candidate by April 30th of each year.

- Once approved by the CVDFM, the form will be submitted to an MSSS mandated selection committee for evaluation of the request. The selection committee is composed of a representative of the MSSS who acts as the chair of the committee, a university representative and three Directors of Professional Services. The committee will make a recommendation to the MSSS.

- The evaluations will be based on the following criteria:
  - The relevance of the formation complémentaire to the needs of the Québec population
  - The relevance of the formation complémentaire to the mission of the recruiting establishment
  - The candidate’s quality in terms of academic excellence and leadership capacities

- Upon receipt of the MSSS approval, the trainee and the program will be informed via e-mail.

It is imperative that the manpower process occur as early as possible so that the resident has enough time to obtain the CVDFM and MSSS approval prior to the start date of the FC.

**Reminder:** all residents being recruited and going on FC (even non RAMQ funded) should be submitted to the Dean’s Manpower meeting **PRIOR** to them leaving for training.

Last updated: November 2017