



UNIVERSITY OF
SASKATCHEWAN

THE CLINICIAN INVESTIGATOR PROGRAM

Handbook for Clinical Programs



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Program Overview

What is CIP?

CIP is an accredited Royal College of Physicians and Surgeons of Canada (RCPSC) program designed to assist in the career development of clinician investigators in Canada. A clinician investigator is broadly defined as a physician who devotes substantial professional effort to health-related research. The program provides a formal postgraduate medical education pathway that fulfills the existing discipline requirements of the RCPSC and provides integrated, structured, and rigorous research training. The program requires a minimum of 24 months of protected research time and includes enrollment in a graduate degree program (graduate stream), or in a postdoctoral fellowship program, if the trainee already has a research-based graduate degree (postdoctoral stream).

For the purposes of this program, health research includes not only the traditional areas of biomedical, clinical, population health, and health services research but also research into medical education, bioethics, economics, engineering, management, social, behavioral, and information sciences as they apply to human health and disease.

Background

The University of Saskatchewan launched CIP in 2015 with Dr. John DeCoteau as the founding director.

Who Should Apply?

Any trainee who is currently enrolled in an RCPSC clinical residency and interested in pursuing a career that includes health research should consider CIP. Family Medicine residents interested in additional research training should contact:

Dr. Sheila Smith, Postgraduate Program Director, (306) 766-3336 and/or Dr. Mary Heroux, Regina Unit Director, (306) 766-0448, both at Academic Family Medicine, 172-1621 Albert Street, Regina, SK S4P 2S5.

CIP is open to Visa-sponsored trainees, subject to standard PGME acceptance requirements.

Benefits: Why should trainees consider CIP?

- Hands-on learning to develop and execute a self-directed research project
- 24+ months of mentored research training with a focus on the integration of clinical and research responsibilities
- Protected research time (during which the trainee must dedicate a minimum of 80% of their time to research)
- Completion of a research-based graduate degree or post-doctoral fellowship
- Enhanced academic curriculum to prepare for a career as a clinician investigator
- Progress monitoring and evaluations
- Full salary (at PGY level)
- Team environment working alongside other trainees working toward a similar career/goal
- The opportunity to work with leaders in the research field of interest
- National brand of a RCPSC-accredited residency program
- Support from the CIP committee faculty
- The opportunity to develop contacts and network within a specific clinical research field
- The opportunity to create a more competitive body of work for application to faculty positions

Did you know?

Many institutions are now including the completion of a graduate degree as an application requirement for all faculty positions. CIP includes the completion of a Masters, PhD or post-doctoral fellowship while being fully funded at PGY level.

Goals and Objectives

Program Objective

The program objective varies greatly based on the individual trainees' previous research experience, goals, and degree program being completed. CIP is open to all trainees, regardless of the amount of previous research training they have received. As such, each CIP trainee develops their own objectives and exits CIP with varying degrees of skill and independence.

Detailed Program Goals – CanMEDS Format

Updated goals and objectives can be found on the CIP home page at

<https://medicine.usask.ca/programs/cip.php>

Did you know?

CIP was established as a naturally competency-based program. CIP trainees are evaluated every 6 months on their skill level pertaining to each of the program's practical goals and objectives.

Program Basics

CIP is an extremely flexible program that can be tailored to meet the needs of any trainee. **It is highly recommended that interested trainees meet with both their home clinical Program and the CIP Program Director prior to submitting an application**, in order to select the best degree program ("stream") and distribution of training ("pathway").

Program Length

Active CIP Time – Trainees must spend a *minimum* of 24 months in which at least 80% of their time is dedicated to their research and related academic activities. During this active time, trainees may spend **up to 20%** of their time on clinical duties. The length of time a trainee spends "active" depends primarily on the degree program selected (Masters vs. PhD). **It is during this active time that CIP trainees are funded at PGY level.** Please see the "Funding" section for more information on how CIP trainees are funded.

Completion CIP Time – Once a trainee has completed their 80% protected time research phase and have met all requirements for the completion of their active CIP time, trainees transition to "inactive" CIP time until they have met all requirements for completion of CIP. During this time, trainees return to regular clinical residency training or clinical work. Please see the "Completion Requirements" section for more information regarding completion of CIP.

Training Streams

Graduate Stream– For completion of the Graduate Streams, trainees must be concurrently enrolled in a **research-based** Masters Degree Program (including a thesis), or a PhD. The Masters degree usually takes 2 years. The PhD degree usually takes 3-4 years.

Postgraduate Stream – Trainees who already hold a research-based PhD may join CIP without enrolling in another Graduate Degree Program. Postgraduate stream trainees are expected to be active participants in the academic activities of the research group with whom they are training, to attend relevant seminars, workshops, and conferences, and to meet the training expectations of their CIP Advisory Committee. Length of the postgraduate stream is project-dependent, between 2-4 years.

Did you know?

CIP trainees can enroll in graduate degree programs from any institution – not just the University of Saskatchewan! We have had trainees completing on-site and online degree programs from around the world.

Training Pathways

Pathways represent how the trainee's active research time is distributed in relation to their current clinical residency program. Three pathways are possible:

Continuous Pathway – The program is completed as one continuous block of active research time (24-48 months, depending on program/stream). This may either occur upon completion of clinical specialty/subspecialty residency or during the clinical residency (with permission and support of clinical residency Program Director). For example, after PGY2, a trainee may switch to CIP and then return to their clinical PGY3 year upon completion of their active CIP time. However, they must enter CIP prior to completing their residency.

Fractionated Pathway – The active CIP time is not completed continuously. CIP can be distributed through the clinical residency in blocks of 3 months or more. There must be one block of at least 12 months. For example, a trainee can take 1-year to start their research project and take courses required for the MSc degree and then 4 month blocks each for three further years. Or a trainee can complete two 3-month blocks of CIP during their final year of their clinical residency then finish up with an 18-month block of CIP after completion of the clinical residency, for a total of 24 months in CIP. Fractionated pathways are primarily used:

- 1) To reduce the length of time that the trainee is away from intensive clinical training or practice or
- 2) To “stretch” the CIP time over more years to accommodate research methods that inherently include longer periods of research inactivity. For example, if a CIP trainee is performing a clinical intervention trial with plans for a 12-month post-intervention data collection.

Distributed Curriculum Training (DCT) Pathway – The DCT pathway is not offered at the University of Saskatchewan at this time.

Funding for CIP Trainees

Salary Level

Continuous CIP trainees who start on-cycle Residents enrolling in the Clinician Investigator Program (CIP) at the successful completion of a postgraduate year are entitled to receive the normal PGY salary advancement for completing the previous PGY level. Residents enrolled in CIP will then remain at the same PGY level for the duration of their enrolment in CIP. Upon completion of the Clinician Investigator Program, the resident will return to their home program, at the same PGY level they held during CIP, to complete training, progressing normally on the salary scale. Residents enrolling in the CIP in the middle of a postgraduate year will enter CIP at their current PGY salary level. Their next salary increase will align with completion of a PGY level in their home program.

For residents going into CIP at the beginning of their academic year, let's say the resident is a PGY2 until June 30 then is starting CIP on July 1. They would be promoted to PGY3 (just like a regular promotion) when they start CIP and stay at the PGY3 level for their entire CIP training. When they return back to their regular program after they complete CIP they will stay at the PGY3 level to complete that year of training.

*Note: This applies to any year of training. Ex. a resident could be a PGY4 until June 30 then be promoted to PGY5 on July 1 when they start CIP. The thing to remember is that when they return to their regular program after CIP is completed they still need to complete that PGY year of training.

For residents going into CIP in the middle of their academic, let's use the same PGY years as above, so a resident is a PGY2 as of July 1 and is starting CIP 4 months into their PGY2 year, on Nov. 1. They would have 4 months in their regular program as a PGY2, then when they switch to CIP they would stay a PGY2 for their whole CIP training. When they finish CIP and return back to their home program they would stay a PGY2 until they complete their PGY2 year of training, in this case it would be 8 more months. After that time they would be promoted to PGY3 like a regular reappointment.

Continuous CIP trainees who start off-cycle As above.

Fractionated or DCT CIP trainees As above.

CIP Trainees with research time available through their clinical residencies may count this time towards CIP. For trainees whose clinical departments offer one full year of funded research time, this year may be "double counted" as both a CIP year and a clinical program research year. As such, these trainees are promoted when they start the double counted year, and then promoted again when they **return** to their clinical programs.

Funding Sources

CIP at the UofS currently has residency spots available. **It is not mandatory that trainees apply to CIP with existing funding.**

Location of Research Training

Trainees are enrolled in CIP through the UofS. However, CIP trainees may complete part or all of their research training at other institutions from around the world. This applies to the research project as well as the graduate degree program.

Degree Programs at External Institutions

CIP trainees are encouraged to pursue graduate degree programs that are the most relevant and specific to their research field of interest. This may mean pursuing degree programs offered outside Canada. These programs may be completed in- person or online (when available), as long as they are research-focused (thesis-based).

Reminder: Course-based Masters programs are not acceptable degree programs for CIP.

Did you know?

University of Saskatchewan
CIP trainees have conducted
research all over the world.

Research Training at External Institutions

In order for a CIP trainee to complete their research project and/or graduate degree through a different institution, the following criteria must be met:

- Specific training goals and objectives are developed in advance of the research experience
- There are designated mentors at both the external institution and at UofS who will also be a member of the trainee's CIP Advisory Committee either as the research supervisor or a research advisor
- The educational objectives of the research experience are agreed upon by the trainee, the mentor at the external institution, and the UofS CIP Director
- There is a well-defined mechanism for the UofS CIP Director to receive regular evaluation reports of the trainee's progress while at the external institution.

Application Process

Eligibility

- 1) Currently enrolled in a RCPSC specialty or subspecialty **OR** accepted to soon start in a RCPSC specialty or subspecialty residency program
- 2) Planning on applying to / currently accepted into a graduate program **OR** already have a Masters or PhD.

Note: Trainees planning to enter CIP after completion of their primary RCPSC clinical residency must be accepted into the CIP program prior to the end of their clinical residency training **AND** start their active CIP time within 6 months of completing their primary residency.

Pre-Application Preparation

Potential CIP applicants are encouraged to contact their Clinical Residency Program Directors, the CIP Director, and the CIP Administrator early in their clinical training to help coordinate their research mentorship network and the timing of their CIP and Graduate Program applications. This may begin long before ultimately applying to CIP. It is usual for potential applicants to arrange a meeting with the CIP Director before submitting an application to design the ideal CIP training model, discuss potential research supervisors or advisors, Graduate Program options at the UofS and elsewhere, and additional funding opportunities.

It's never too early to start planning for CIP! Trainees who start thoughtfully planning their program early with support from their clinical departments and the CIP Program Director are always more successful in their applications.

Choosing a Graduate Degree Program

The degree program chosen to be completed in conjunction with CIP must be a research-based Masters or PhD with thesis or equivalent. As stated in the section on "Location of Research Training", trainees are enrolled in CIP through the UofS but they do not have to necessarily complete their research or graduate degree through the same institution. It is recommended that trainees choose the degree program and research location that best suits their project and career development. Trainees should meet with the CIP Director if they are considering a degree program through an external institution to ensure that the program is a good fit for their project and for CIP.

Creating a Thesis Advisory Committee

Each CIP trainee must have an individualized CIP Advisory Committee consisting of at least 3 faculty members who act as research and clinical advisors to the trainee. The chair of this committee is the trainee's Research Supervisor. The committee must also include a clinician-scientist in the same clinical discipline as the resident, whether from Saskatchewan or elsewhere.

Research Supervisors must have adequate research programs, facilities, and secured funding to support and are almost always approved faculty in a Graduate Program.

The CIP Advisory Committee is responsible for developing and overseeing the trainee's individualized training program, research and clinical monitoring, and completing In-Training Evaluation Reports (ITARs) every six months which includes tracking and revising the trainee's goals and objectives.

Enrollment Costs

There are no enrollment or tuition fees specific to CIP.

Graduate Programs – Trainees in Masters or PhD streams must be enrolled in a Graduate Program for which there is a separate application process and tuition fees which the trainees are responsible to pay.

CPSS/CMPA Coverage – All residents are required to maintain CPSS/CMPA coverage throughout their CIP training regardless of the percentages of their involvement in bench research or clinical practice. CPSS and CMPA licensure must be renewed for the full year prior to the commencement of training.

Application Requirements

Application and registration forms can be downloaded from the CIP website. These forms also include a checklist of all required supporting documents including:

- A completed application and registration form
- A Curriculum Vitae
- A statement of career plans, including those relating to practicing as a clinician scientist in Saskatchewan, if applicable (1 page)
- A project description specifying the trainee's roles/tasks within the overall research project (4 pages)
- Supervisor's Curriculum Vitae
- Letter from the supervisor(s) indicating the role(s)/responsibilities that they will have in mentorship/training
- Letter of endorsement from the Royal College Clinical Program Director (if CIP will be completed concurrently/overlapping with clinical residency)
- List of research advisory committee members including the research supervisor and two additional faculty members (at least one of whom should be a clinician scientist in the same subspecialty as the resident)

How to Apply

Completed application packages can be submitted by email as one single PDF to the CIP administrator **annually on or before November 1st** for trainees planning to start at any point in the following academic year (July 1st or later).

Late applications may be considered but must be accompanied by a letter of support from the trainee's clinical Department Head requesting an exception for the trainee.

CIP Start Dates

CIP trainees are strongly encouraged to begin their CIP training on July 1st (to simplify all administrative processes) but off-cycle starts are accepted (with reasonable explanation). Off-cycle start dates must fall on a clinical block start date.

Applicant Selection

The CIP Residency Program Committee (RPC) reviews all applications and approves those who are selected for entry into CIP. Conditional acceptance into CIP can occur before acceptance into a graduate studies program however proof of enrollment will be required prior to final acceptance. Trainees are also only conditionally accepted until full funding has been

confirmed by PGME for their first two years in CIP. Please see the “Funding” section for more information on this topic.

Acceptance into CIP

Successful applicants will receive:

- **A Conditional Letter of Intent** from CIP following approval from the RPC
- **An Official Letter of Offer** following the removal of all conditions outlined in the Conditional Letter of Offer. This letter must be signed by the trainee and returned to the CIP Administrator.
- The date of the mandatory CIP orientation.

Unsuccessful applicants will be notified by email letter.

Curriculum and Program Requirements

Required Certifications

TCPS2: CORE (Tri-Council Policy Statement, 2nd Edition, Course on Human Research Ethics) is an online course that has been a requirement for all research staff as of 2011. **A copy of this certificate must be submitted to the CIP office within 3 months of a trainee’s start date.** To complete the course, or to log on and print a past certificate, please go to:

<https://research.usask.ca/rei/researchers/ethics/human-ethics.php>

Research Integrity

The UofS Research Integrity Online Course must be completed prior to the commencement of research in CIP. **A copy of this certificate must be submitted to the CIP office within 3 months of a trainee’s start date.** To complete the course, or to log on and print a past certificate, please go to:

GSP 960.0 Introduction to Ethics and Integrity Course:

<https://catalogue.usask.ca/GPS-960>

Accounts

Elentra

Elentra is the online trainee management system used by the UofS. Trainees who have been enrolled in a clinical residency at the UofS will already have access.

CIP trainees must log on to Elentra in order to:

- Keep their contact information up-to-date
- Request vacation time or Leaves of Absence
- Review the program calendar
- Review their evaluations (ITERs)
- Track curriculum completion and program progress (*coming soon*)

Research Supervisors log on to Elentra to complete the trainee's ITERs.

Textbooks

There are no mandatory textbooks that accompany the CIP curriculum. If a textbook is required for a specialized research project, it will be provided free-of-charge by the program. Some may be matched with relevant academic sessions. These will have deadlines for when they are to be read during the program.

Academic Curriculum

In addition to the courses required through each individual Graduate Degree Program, CIP provides an extensive curriculum of academic sessions focusing on high-level research skills, leadership, clinical/research balance and work/life balance. The curriculum is distributed into one orientation for new trainees and one intensive academic week per year.

Orientation

One half-day session scheduled based on the availability of the new trainees. Though the CIP academic year does not normally begin until July 1st, the orientation may be scheduled in June to accommodate trainees who may be completing their research at external institutions. This orientation is currently provided by the CIP Program Director.

Core Sessions

All CIP academic sessions (outside of the orientation) are grouped into academic weeks that occur once a year, usually the first week of June.

Note: All CIP trainees are expected to be available to attend the annual CIP Academic Weeks in person. It is important to consider this and plan appropriately if the trainee is completing any portion of their active CIP time outside of Saskatchewan.

Other Academic Activities

Research Presentation

During the Academic Week of the trainee's second year, the trainee will be expected to present their primary research project to their home program or College of Medicine Research trainees. This presentation should be 60 minutes in length (approximately 45 minutes for presentation and 15 minutes for questions and discussion). **A copy of the slides, handouts, and/or reference materials should be submitted to the CIP Administrator no later than 2 weeks prior to the presentation date.**

Special Topics Seminar

During the Academic Week of the trainee's first year, the trainee will be expected to prepare a presentation regarding a topic that they feel is relevant to their development as a researcher to their home program, Department of Surgery Research teaching, one on one with the CIP Program Director or other opportunities as they arise. This most often concerns something unique or interesting that the trainee encountered while establishing their primary research project. This presentation should be 60 minutes in length (approximately 45 minutes for presentation and 15 minutes for questions and discussion). **A copy of the slides, handouts, and/or reference materials should be submitted to the CIP Administrator no later than 2 weeks prior to the presentation date.**

CSCI-CITAC Conference

All CIP trainees are encouraged to attend the annual CSCI-CITAC conference. CIP has the opportunity to provide funding for each trainee to attend this conference once. This funding must be approved for each trainee on an individual basis.

Evaluations

Trainee Evaluations

Publications and Presentations

CIP trainees are expected to produce a reasonable amount of publications and presentations. Expectations should be discussed with the Research Supervisor and CIP Director to establish goals in this regard. In addition, the CIP trainees are expected to participate in the Office of Vice-Dean of Research Annual Research Day.

The CIP office will collect an updated CV and publications list from each trainee on an annual basis.

ITERs

The Research Supervisor completes the main In-Training Evaluation Report (ITER) which is structured to follow and assess CanMEDS competencies and objectives and contains space for narrative comments to provide more detailed evaluations of performance. ITERs are completed every 6 months (usually December and June) while the trainee is in active CIP time and every 12 months (usually every June) once the trainee has transitioned to completion time. ITERs are longitudinal and should portray an overview of the trainee's progression through the program.

Six-Month Resident Self-Evaluations

The CIP resident will complete a six-month self-evaluation. These will be discussed at meetings with their supervisor and/or the CIP Director.

CIP Director Meetings

The CIP Director meets with each trainee every 6 months (usually January and June). At this time all evaluations are reviewed and the trainee's progress is assessed. The Program Director may also note issues around the trainee's mentorship, funding, and career planning.

Faculty Evaluations

Trainees complete evaluations of their Research Supervisors every 6 months (usually December and June). These evaluations continue until the completion of the trainee's primary research project.

Academic Session Evaluations

Each academic session attended by CIP trainees must be evaluated by each trainee in attendance. These evaluations are de-identified, summarized, and provided to each presenter. This same evaluation process applies to CIP trainee research presentations.

Note: It is mandatory that all CIP trainees submit an Academic Session Evaluation Form for every academic session provided by CIP. Failure to provide an evaluation will result in the trainee being marked as absent for the session.

Vacation and Leave Guidelines

Vacation Time

All vacation requests must be submitted by the trainee at the beginning of each calendar year. Please consult the CaRMS Contract for regulations surrounding trainee vacation time. Vacations should not conflict with CIP academic weeks.

Leaves

All leaves must be requested by the trainee to be approved by the Program Administrator, Program Director, and Associate Dean of PGME. Please consult the CaRMS Contract for regulations surrounding trainee leaves.

Withdrawal from a Residency Program

A trainee who chooses to leave CIP will require a formal, written request to the CIP Director.

Completion of CIP

Requirements for Completion

Completion of CIP requires satisfactory evaluation of research training and does not include examination. Completions of training must be approved by the CIP Director and the CIP RPC. There are three components to completing CIP; successful completion of research training, successful completion of the graduate degree, and completion of primary clinical residency.

Completion of Research Training

- 1) Minimum of 24 months spent active in CIP
- 2) Minimum of 80% of the trainee's time while active in CIP was dedicated to their research project (including completion of their Graduate Studies, if applicable)
- 3) Successful completion of the TCPS2: CORE. **Due within 3 months of the trainee's start date**
- 4) Successful completion of the UofS Research Integrity Online Course. **Due within 3 months of the trainee's start date**
- 5) Promptly and punctually attend a minimum of 80% of all academic sessions arranged by CIP each academic year
- 6) Complete a CIP Research Supervisor Evaluation every 6 months (December & June)
- 7) Meet with CIP Director every 6 months (January & June) to review progress
- 8) Provide an updated listing of awards, publications, grant submissions, presentations and conference attendance to the Program Administrator annually.

Additional requirements such as the completion of grant applications, peer-reviewed publications, assignments, personal reflections, and/or portfolios may be required depending on stream and stage of training.

Completion of Graduate Degree

Trainees must successfully defend their thesis/dissertation and confirm eligibility of convocation from Graduate Studies.

Completion of Clinical Residency

For those trainees who are returning to clinical residency after CIP, the certificate of completion for CIP is not issued until the trainee receives RCPSC certification in their chosen Specialty/Sub-Specialty Program. This is because CIP cannot be used as a primary/"stand-alone" residency.

RCPSC Certification

Once a trainee has completed the research training portion of the program, the Program Administrator completes an Attestation of Completion Form on behalf of the trainee which is submitted to the RCPSC. Upon completion of the clinical residency and Graduate Degree, a certificate recognizing successful completion of the program is issued by the RCPSC as well as by the UofS PGME Office.

CIP Residency Program Committee

Goals and General Responsibilities of the RPC

- Be responsible for the operation, planning, organization, and supervision of CIP and its trainees
- Participate in the selection of trainees for admission to the program
- Ensure that CIP meets its own goals and objectives as a program and that it follows the RCPSC guidelines for training clinician investigators in accordance with relevant CanMEDS competencies
- Optimize collaborations and interactions with the Graduate Programs and with the Clinical Departments
- Contribute to the establishment of, and approve, mechanisms to provide career planning and counseling to trainees
- Oversee the process of in-training evaluation, including ITERs
- Approve the selection of Research Supervisors for individual trainees and evaluate their performance in this role when indicated
- Participate in the appeals mechanism in accordance with PGME committee policies
- Conduct an annual review of the program to assess the quality of the educational experience and to review the resources available in order to ensure the maximal benefit is being derived from the integration of the components of the program. This review must include:
 - An assessment of each program component to ensure that the educational objectives are being met
 - An assessment of resource allocation to ensure that resources and facilities are being utilized with optimal effectiveness
 - An assessment and participation of teaching in the program, including teaching in areas such as biomedical ethics, grant writing, manuscript writing, effective teaching, and administrative/management issues

Membership and Individual Responsibilities

Program Director

- Oversee the development and operation of the program such that it meets the general and specific standards of accreditation of the RCPSC
- Develop program curriculum with established criteria
- Oversee evaluation and promotion of residents in the program
- Meet with residents twice per year to review progress
- Provide career counselling to each resident
- Conduct ongoing review of the quality of the educational experience and resources available
- Chair quarterly (minimum) CIP RPC meetings
- Prepare, administer, and provide guidance to the program through the Royal College Accreditation Survey and Internal Review Processes
- Control and monitor all budget expenditures for all operational activities of the program
- Liaise with Post graduate Program Directors, Department Heads, the Associate Dean of PGME, and the Associate Dean of Research
- Communicate directly with prospective residents regarding eligibility to the program and application requirements

Departmental Representatives

- Represent their clinical department, relaying information both ways between the CIP RPC and their department members
- Participate in the review and selection residents for the program and approve their supervisors and training environment
- Maintain the standards in operation of the program's research component
- Be aware of the progress of CIP trainees in their respective clinical departments
- Present issues to the meeting for discussion
- Contribute to the discussion
- Accept responsibility for follow-up actions, as required
- Review and approve minutes

Associate Deans of PGME and Graduate Studies

(*Ex officio* committee members)

- Ensure that CIP is consistent with the UofS's Graduate Programs
- Present issues to the meeting for discussion
- Contribute to the discussion
- Accept responsibility for follow-up actions, as required
- Review and approve minutes

Trainee Representatives

1-2 trainees per academic year are elected by their peers

- Represent the trainees by relaying information both ways between the CIP RPC and the other trainees
- Present issues to the meeting for discussion
- Contribute to the discussion
- Accept responsibility for follow-up actions, as required
- Review and approve minutes

Program Administrator

- Coordinate, oversee, and assist in the Royal College Accreditation Survey and Internal Reviews
- Prepare all written documentation for the Royal College on-site accreditation survey and oversee on-site review
- Provide managerial and administrative assistance to the Program Director
- Provide administrative assistance in the completion of ITERs for reporting to the Royal College
- Oversee day-to-day operation of the CIP office
- Coordinate and implement the policies and procedures of the program
- Schedule meetings, issue agendas, record meetings, and prepare minutes
- Coordinate, organize, submit, and track grant applications for CIP trainees
- Assist with applications for awards including, but not limited to, preparation of CVs, assessment forms, reference letters, etc...
- Liaise with appropriate funding agencies Office of Research Services, and other UofS sites
- Provide information, guidance, and direction to trainees regarding policies and procedures
- Coordinate professional development workshop schedules
- Identify, monitor, and disseminate grant information, budget, statistics, and CVs

Governance

- Quorum for a meeting is five voting members
- Decision making by majority with the Chair as voting member
- If the RPC perceives that view of a Clinical Department or Graduate School is inadequately represented, voting will be suspended until further consultation occurs

Frequency of Meetings

- A minimum of 4 scheduled meetings (with quorum) per academic year
- Ad hoc meetings as needed

Reporting Structure

- The Chair reports to the Associate Dean of PGME
- The Chair communicates with clinical specialty and subspecialty program directors collectively through PGME Committee meetings and individually as the need arises
- Trainee representatives report to their constituencies
- Approved minutes of CIP RPC meetings are sent to all CIP RPC members, and the PGME office

Trainee Counselling Services

Career Planning

Before and after enrollment in CIP, the trainee's Clinical Residency Program Director, CIP Clinical Supervisor, Research Supervisor, Research Advisors, Departmental CIP Coordinator, and the CIP Director contribute to discussions about career planning for trainees. Career plans are reviewed during the evaluation process that occurs every six months while trainees are in CIP, and are noted in the ITER and CIP Director's Progress Summary Report.

A number of CIP academic sessions each year include discussions of various aspects of career planning such as: research pathways, practical issues around recruitment and negotiation, and planning for promotion. Trainees are encouraged to attend the annual meeting of the Canadian Society for Clinical Investigation (CSCI) and its Young Investigator's Forum, and to be members of the Clinician Investigator Trainee Association of Canada (CITAC) which also provide resources for career planning and recruitment opportunities.

Counseling

The Program Director maintains an "open-door" for residents to discuss any concerns in confidence and in a non-judgmental fashion, and can be approached directly. During regular scheduled meetings with the Program Director, the Director may assess the trainee from a stress or personal point of view. Residents are made aware of programs through PARIM and the Physician Health line for appropriate problems.

<https://medicine.usask.ca/policies/resident-health-and-safety.php>

Wellness and additional confidential counselling resources outside of the Program may be access through the UofS Wellness Page at:

<https://medicine.usask.ca/residents/wellness.php>

Discrimination and Harassment

The UofS is committed to providing its students, staff, and faculty with the best possible environment for study and work. This includes an environment where all:

- Have equitable access to work and study related opportunities
- Are treated with respect and dignity
- Are free from discrimination and harassment

These goals are reflected in the University's policy on Discrimination and Harassment which has two main objectives:

- To prevent discrimination and harassment on the 13 grounds set out in the Saskatchewan Human Rights Code
- To provide fair procedures for handling complaints, remedying situations, and imposing discipline when discrimination and harassment do occur

Please see the PGME Policies & Procedures website for current policy versions.

Emergency Contacts

- **Saskatoon Crisis Intervention Centre:** 306-933-6200
- **Mental Health & Addictions Services:** 306-844-4200
- **Sexual Assault Centre:** 306-244-2224
- **Saskatoon Interval House hotline:** 306-244-0185
- **Resident Doctors of Saskatchewan (RDoS):** 306-655-2134
- **University Protective Services:** 306-966-5555
- **Student Wellness Centre:** 306-966-5768