



UNIVERSITY  
OF MANITOBA

# THE CLINICIAN INVESTIGATOR PROGRAM

## Handbook for Clinical Programs

**MAX RADY COLLEGE OF MEDICINE**  
**RADY FACULTY OF HEALTH SCIENCES**

Karen Holmes – Version 3 – February 2018

*This handbook will be updated as required. Please see the CIP website for the most recent version.*

## Table of Contents

---

Contact Information.....	3
Program Overview .....	4
What is CIP? .....	4
Background.....	4
Who Should Apply?.....	4
Benefits: Why should trainees consider CIP? .....	5
Goals and Objectives .....	6
Program Objective.....	6
Detailed Program Goals – CanMEDS Format.....	6
Program Basics.....	6
Program Length.....	6
Training Streams .....	7
Training Pathways .....	8
Funding for CIP Trainees .....	9
Salary Level.....	9
Funding Sources .....	10
Location of Research Training .....	11
Degree Programs at External Institutions .....	11
Research Training at External Institutions .....	11
Application Process .....	12
Eligibility .....	12
Pre-Application Preparation.....	12
Enrollment Costs.....	13
Application Requirements.....	14
How to Apply .....	14
CIP Start Dates .....	14
Applicant Selection.....	14
Acceptance into CIP .....	15
Curriculum and Program Requirements .....	15
Required Certifications .....	15
Memberships/Accounts .....	16

Textbooks.....	16
Academic Curriculum .....	17
Other Academic Activities.....	17
Evaluations .....	18
Trainee Evaluations.....	18
Faculty Evaluations .....	18
Academic Session Evaluations.....	18
Vacation and Leave Guidelines.....	19
Vacation Time .....	19
Leaves.....	19
Withdrawal from a Residency Program.....	19
Completion of CIP .....	20
Requirements for Completion .....	20
RCPSC Certification .....	21
CIP Residency Program Committee.....	22
Goals and General Responsibilities of the RPC.....	22
Membership and Individual Responsibilities .....	23
Governance.....	24
Frequency of Meetings .....	24
Reporting Structure .....	25
Trainee Counselling Services.....	25
Career Planning .....	25
Counseling .....	25
Appeals of Evaluations .....	26
Remediation Process .....	26
Discrimination and Harassment.....	26

## Contact Information

---

### Director, CIP

**Dr. Shayne Taback, MD. FRCPC**  
Room 510A, John Buhler Research Centre  
715 McDermot Avenue  
Winnipeg, Manitoba  
R3E 3P4

[Shayne.Taback@umanitoba.ca](mailto:Shayne.Taback@umanitoba.ca)  
(204)789-3618

### Program Administrator, CIP

**Karen Holmes, BA**  
260 Brodie Centre,  
727 McDermot Avenue  
Winnipeg, Manitoba  
R3E 3P5

[CIP@umanitoba.ca](mailto:CIP@umanitoba.ca)  
(204)789-3498

## 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 Toronto launched the first Canadian CIP in 1995. Since then, the program has spread to 15 of the 17 Canadian medical universities, with the University of Manitoba (UofM) being the most recently established. Our first academic year began in 2013 with Dr. Shayne Taback 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. Currently, CIP is not available to Family Medicine trainees.

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 program
- 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 faculty CIP committee
- 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 or PhD. **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

[http://umanitoba.ca/faculties/health\\_sciences/medicine/education/pgme/CIP.html](http://umanitoba.ca/faculties/health_sciences/medicine/education/pgme/CIP.html)

#### 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 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, if desired. 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 training. During this time, trainees return to regular clinical residency training or clinical work. **Inactive trainees are no longer funded through CIP.** Please see the “Completion Requirements” section for more information regarding completion of CIP.

## Training Streams

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

**PhD Degree** – For completion of the PhD stream, trainees must be concurrently enrolled in a PhD Degree Program prior to final acceptance into CIP. The PhD degree usually takes 3-4 years.

**Postgraduate Stream** – Trainees who already hold a research-based Masters or 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 post-graduate 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 Manitoba! We currently have trainees completing on-site and online degree programs from around the world.

**Special note about the 1-Year Masters of Surgery Program:** Surgical trainees may choose to incorporate the masters of surgery program into their CIP program by committing to a 2-year program. Trainees considering this opportunity must meet with the Masters of Surgery Program administrator and the CIP Program Director to arrange this and must be accepted and enrolled in CIP concurrent with the Masters of Surgery Program. Trainees who have already begun their Masters of Surgery may not be “grandfathered in to CIP”.



## 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 as well (with permission and support of clinical residency Program Director). For example, after their PGY2 a trainee may switch to CIP and then return to their clinical PGY3 year upon completion of their active CIP time.

**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 for the 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 completing a clinical intervention trial with plans for a 12-month post-intervention data collection.

**Distributed Curriculum Training (DCT) Pathway** – The DCT pathway involves a minimum of 27 months of continuous, intensive research training that incorporates the last 3 months of a trainee's PGY3 and the following 24 months. In this pathway, clinical training that would normally have been gained in the last 3 months of PGY3 is distributed over the 27-month period, during which the trainee must devote a minimum of 75% of their time to research training. This pathway is usually reserved for trainees with a strong history of research activity already established and who show interest in CIP prior to entry into a residency program (e.g.: prior to PGY1).

## Funding for CIP Trainees

---

### Salary Level

**Continuous CIP trainees who start on-cycle** (July 1) receive one PGY funding promotion as they enter CIP then **remain at that level for the duration of their CIP training**. Upon return to their clinical residency (if applicable), they remain at this PGY level. For example, a PGY2 resident is accepted into CIP for the following academic year. They are therefore paid a PGY3 salary for the **2 years** that they are in CIP. Upon completion of CIP, the trainee returns to their clinical residency as a PGY3. CIP trainees can supplement their salary with clinical work for a maximum of \$120,000 per year, plus tuition costs, including their PGY salary.

**Continuous CIP trainees who start off-cycle** (any day other than July 1) maintain the PGY level that they are currently in and **remain at that level for the duration of their CIP training**. Upon return to their clinical residency (if applicable), the trainee stays at that PGY level until they have completed the academic requirements for the interrupted clinical year.

**Fractionated or DCT CIP trainees** are paid for each CIP research block at the same PGY level as they are for their current clinical residency, regardless of start or end dates.

For example, here is a sample schedule for a fractionated CIP trainee who is also completing a 4-year clinical residency:

- One 3-month block of CIP during their PGY2 year (paid at PGY2 level)
- One 3-month block of CIP during their PGY3 year (paid at PGY3 level)
- One 6-month block of CIP during their PGY4 year (paid at PGY4 level)
- One 12-month block of CIP after completion of clinical residency (paid at PGY5 level)

**Trainees with optional research time available through their clinical departments** may put this time and funding toward their time in 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 will also be promoted when they **return** to their clinical programs (if applicable).

## Funding Sources

CIP at the UofM does not currently have any permanently-funded residency spots. As a result, trainee salaries are often a blend of 2-3 funding sources. Funding for the minimum 24 months of CIP is arranged and confirmed by the CIP Program Director prior to formally accepting the trainee into the program. **It is not mandatory that trainees apply to CIP with existing funding.**

### PGME Flex-Spots

A major source of salary funding for CIP trainees is through PGME Flex-Spots. Currently these spots cover approximately 50% of all CIP resident salaries. Once a trainee has been conditionally accepted into CIP, the CIP Director applies to the Residency Funding Advisory Committee on behalf of the trainee to secure funding for the CIP training period. As part of the academic requirements for CIP, **all CIP trainees are required to apply for external salary awards for their second CIP year** (and any subsequent CIP years, if applicable). This is required for three reasons:

- 1) It provides valuable funding and grant application experience for the trainee
- 2) Should they be successful, it provides prestige to the trainee's CV
- 3) Should they be successful, the PGME Flex Funds that were assigned to that trainee may be returned to the CIP "funding pool" and may be used to fund additional CIP trainees.

**Note:** it is not mandatory that the trainees be successful in their external salary applications, simply that they apply.

### Internal and External Research Fellowship Awards

Information on available grants and awards can be found through the "Awards" tab on the on the UofM PGME Trainee Resources website. We also encourage trainees to also search for external sources that may be specific to their field of research or clinical specialty as the PGME Awards page does not provide an exhaustive list of all external funding opportunities.

### Departmental Funds

Some surgery departments have offer a one-year Masters of Surgery (MSc) program or enrichment year that they integrate into their clinical residency. As mentioned in the "Funding" section, trainees in these departments have a great opportunity to pair this program with CIP by extend their MSc to two years.

More information on this program can be found on the UofM website by searching "Master of Surgery Graduate Program".

### Graduate Program Funding

Some graduate programs provide access to funding for their graduate students, although such funding is generally not available to physicians.

Trainees are encouraged to enquire with prospective research supervisors and to approach the administrative assistants for the relevant graduate programs.

## Location of Research Training

Trainees are enrolled in CIP through the UofM. As such, all academic sessions and events are held on the Bannatyne Campus. However, CIP trainees may complete part or all of their research training at other institutions around the world. This applies to the research project as well as the graduate degree program.

**Note:** CIP trainees planning to complete their research outside of Manitoba are expected to make every effort to attend the June academic week in person. Please see the “Academic Curriculum” section for more information.

### 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 often means pursuing degree programs offered outside the UofM, or even 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?

UofM CIP trainees are conducting research all over the world! In the 2015-2016 academic year, we had trainees in Winnipeg, Vancouver, Toronto, Boston, Cambridge (UK), India, and South Africa.

### 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 is a designated mentor at the external institution 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 UofM CIP Director
- There is a well-defined mechanism for the UofM 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 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 UofM 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.

**Note:** Surgical trainees are encouraged to also meet with Dr. Krista Hardy. Dr. Hardy has offered to help develop the research projects and CIP applications of trainees from the surgical departments.

### 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 UofM 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 Research 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 a clinician-scientist in the same clinical discipline as the resident.

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.

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

**PARIM** – CIP trainees are not yet officially covered under the PARIM contract. We are hoping to get our program officially recognized and added to PARIM when the next agreement is published. As it stands now:

**CIP trainees receiving any amount of PGME Flex Funds** are automatically part of PARIM and receive all the resulting benefits.

**CIP trainees who do NOT receive any amount of PGME Flex Funds** are NOT part of PARIM and do not currently receive the resulting benefits.

## 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 Manitoba, if applicable (1 page)
- A project description specifying the trainee's roles/tasks within the overall research project (3 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 discipline as the resident)
- A letter from the UofM department/program indicating their intention to retain the trainee as a practicing clinician scientist upon completion of training, if applicable
- Two sealed letters of reference to be sent directly to the CIP office. These letters should be personalized and address topics such as the proposed project and learning environment, and the trainee's commitment to the degree program and career as a clinician investigator.

## How to Apply

Completed application packages can be submitted by email or mail to the CIP administrator **annually on or before November 1<sup>st</sup>** for trainees planning to start at any point in the following academic year (July 1<sup>st</sup> 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 1<sup>st</sup>** (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 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 Offer** 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

TCPS2: CORE (Tri-Council Policy Statement, 2<sup>nd</sup> Edition, Course on 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:

<http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/>

#### Research Integrity

The UofM 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:

<http://umanitoba.ca/researchintegrity/>

#### Animal Wet Lab Training

This certification is only required for those whose projects involve animal models. If so, this training will be arranged by the CIP office to be completed by the trainee(s) around the time of the New Trainee Orientation. It is usually a one-day course.



## Accounts

### VENTIS

VENTIS is the online trainee management system used by the UofM. Trainees who have been enrolled in a clinical residency at the UofM since 2014 will already have a profile.

CIP trainees must log on to VENTIS in order to:

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

Research Supervisors log on to VENTIS to complete the trainee's ITARs.

## Textbooks

There are seven textbooks that accompany the CIP curriculum. All are provided free-of-charge by the program. Some are matched with relevant academic sessions. These will have deadlines for when they are to be read during the program.

### Mentorship in Academic Medicine

**Author(s):** Sharon E. Straus & David L. Sackett.

**Reading Deadline:** Prior to the “*Mentorship/Menteeship*” session

### The Five Dysfunctions of a Team (Manga Edition)

**Author(s):** Patrick Lencioni

**Reading Deadline:** Prior to the “*Building a Team*” session

### Getting to Yes: Negotiating Agreement without Giving In

**Author(s):** Robert Fisher, William Ury, Bruce Patton

**Reading Deadline:** Prior to the “*Negotiating your First Contract*” session

### Lean In: Women, Work and the Will to Lead

**Author(s):** Sheryl Sandberg

**Reading Deadline:** Prior to the “*Lean In Book Club*” session

### IronDoc: Practical Stress Management Tools for Physicians

**Author(s):** Mamta Gautam

**Reading Deadline:** Prior to the “*Physician Health*” session

### The Research Guide: A Primer for Residents, Other Health Care Trainees, and Practitioners

**Author(s):** Bart J. Harvey, Eddy S. Lang, Jason R. Frank

**Reading Deadline:** N/A (reference/supplemental)

### The Physician Scientist Career Guide

**Author(s):** Mark J. Eisenberg

**Reading Deadline:** N/A (reference/supplemental)

## 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, 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 1<sup>st</sup>, the orientation is usually in June to accommodate trainees who may be completing their research at external institutions.

### 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. After the release of the new CanMEDS Roles, a 3-year CIP curriculum was developed to address all of the program's goals and objectives in relation to the CanMEDS roles.

**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 Manitoba.

## 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 the other CIP 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. 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.

## 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.

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

## Evaluations

---

### Trainee Evaluations

#### ITARs/FITERS

The Research Supervisor completes the main In-Training Assessment Report (ITAR) which is structured to follow and assess CanMEDS competencies and objectives and contains space for narrative comments to provide more detailed evaluations of performance. ITARs 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. ITARs are longitudinal and should portray an overview of the trainee's progression through the program.

#### 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.

#### Presentation Evaluations

Each CIP trainee must deliver two presentations to the CIP during the academic weeks. These presentations are evaluated in the same way as all other academic sessions these evaluations are provided to the trainee.

### 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 (through VENTIS) at the beginning of each calendar year. Please consult the PARIM Contract for regulations surrounding trainee vacation time. Vacation should not conflict with CIP academic weeks.

### Leaves

All leaves must be requested by the trainee through VENTIS and subsequently approved by the Program Administrator, Program Director, and Associate Dean of PGME. Please consult the PARIM Contract for regulations surrounding trainee vacation time.

### Withdrawal from a Residency Program

A trainee who chooses to leave CIP will require a formal, written request to the CIP Director with prior approval from the trainee's Research Supervisor. The CIP RPC will then review the request and provide final approval.

## 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) Completion of the Resident Research Environmental Safety Form prior to the commencement of the primary research project
- 4) Successful completion of the TCPS2: CORE. **Due within 3 months of the trainee's start date**
- 5) Successful completion of the UofM Research Integrity Online Course. **Due within 3 months of the trainee's start date**
- 6) Completion of the CIP online modules and assignments through UMLearn. **Due within 3 months of the trainee's start date**
- 7) Present a Special Topics Seminar to CIP during the academic week of the first year of training
- 8) Present progress of primary research project to CIP during the academic week of the second year of training
- 9) Promptly and punctually attend a minimum of 80% of all academic sessions arranged by CIP each academic year
- 10) Complete an Academic Session Evaluation Form for each session attended
- 11) Application for external funding for the second year of training and each subsequent year, if applicable
- 12) Complete a CIP Research Supervisor Evaluation every 6 months (every December and June)
- 13) Meet with the CIP Director every 6 months (every January and June) to review progress
- 14) Provide an updated listing of awards, publications, grant submissions, presentations, and conference attendance to the Program Administrator annually (every March)

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. (Not applicable for Post-Doctoral trainees not enrolled in a Graduate Program.)

### **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 can not 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 UofM 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 and FiTERs
- 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
- Maintain an appeal mechanism
- 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 Process
- Control and monitor all budget expenditures for all operational activities of the program
- Liaise with Post graduate Program Directors, 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 UofM'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 and FITERs 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 UofM 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.

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

[http://umanitoba.ca/faculties/health\\_sciences/medicine/wellness/index.html](http://umanitoba.ca/faculties/health_sciences/medicine/wellness/index.html)

## Appeals of Evaluations

An appeal by a trainee would first be made at a Program Level (Level 1 Appeal) to the CIP Director who would try to help resolve the issue between the trainee and the other party (e.g.: Research Supervisor). If necessary, still at the Program Level, the trainee's concern(s) would be discussed with the CIP RPC. **Appeals of evaluations to the CIP RPC are final and the trainee may not appeal this same evaluation again, nor the replacement evaluation.**

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

## Remediation Process

The process for remediation is standardized through the UofM. In the event of a trainee being placed on remediation, the Postgraduate Dean's office is informed and they follow the outcome with the program. Please see the PGME Policies & Procedures website for current policy versions.

## Discrimination and Harassment

The UofM 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 Manitoba 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

- Crisis Response Centre: 204-940-1781
- Faculty Counseling: 204-789-3328
  - This Service is for any student and resident within the College of Medicine.
- MD Care: 204-480-1310
  - This service is for any Physicians including family and dependent children who are 18 and under.
- Physicians At Risk: 204-237-8320
- Physician & Family Support Program: 1-844-436-2762
- Addictions Foundation of Manitoba: 204-944-6200
- Domestic Violence Crisis Line: 1-877-977-0007 (toll free)
- Klinik Crisis Line (24hrs): 204-786-8686
- Klinik Sexual Assault Crisis Line: 204-786-8631
- Manitoba Suicide Line: 1-877-435-7170 (toll free)
- Mobile Crisis Service: 204-940-1781
- Physicians for Physicians: 204-985-5888
- Campus Security Services 555 (from a university phone) or #555 on Rogers or MTS cellular
- Student Counselling Centre: 204-474-8592

### Student Counselling Centre:

Professional Counselling services are available free of charge to University of Manitoba students. Some of the things we can help you with are:

- Adjusting to life transitions
- Decision-making
- Stress Management
- Anxiety and Depression
- Trauma
- Relationship Difficulties
- Self-Confidence and other personal situations

Bannatyne Campus Location: S207 Medical Services

Building, 750 McDermot Avenue Reception and to Book an

Appointment: 204.474.8592 Toll Free:

1.800.432.1960 <http://www.umanitoba.ca/student/counselling>

David Ness (Counsellor; Director):

204.474.8619 [David.Ness@umanitoba.ca](mailto:David.Ness@umanitoba.ca)

### Student Affairs Medicine:

Serves as a liaison to many campus services such as Financial Aid & Awards, the Registrar's Office, Student Accessibility Services and Student Advocacy. At Bannatyne campus, we work on your behalf with all levels of medical program administrators, Deans, the Faculty and the various departments in the College of Medicine. We are a confidential resource for you to explore strategies for academic, emotional and personal

success. We are a caring, unbiased ear to listen and make recommendations or referrals where necessary. We look forward to meeting you!

PGME Office:

260 Brodie, 727 McDermot Avenue,  
University of Manitoba, Winnipeg MB Canada, R3E 3P5  
Office (204) 272-3122  
E-Mail: [StudentAffairsMed@umanitoba.ca](mailto:StudentAffairsMed@umanitoba.ca)

College of Medicine Professionalism:

Associate Dean  
Professionalism  
Dr. Michael West  
290 Brodie Centre  
Phone: 204-789-3207  
[Michael.West@umanitoba.ca](mailto:Michael.West@umanitoba.ca)