

THE WILSON CENTRE RESEARCH FELLOWSHIP PROGRAM POLICIES & PROCEDURES [November 15, 2018]

The Wilson Centre
University of Toronto Faculty of Medicine
at University Health Network
Tel: 416-340-3646 or 416-340-4219
www.thewilsoncentre.ca

1. Preamble

The Wilson Centre for Research in Education (Wilson Centre) offers a full-time research fellowship for individuals who:

- Plan a career as a clinical faculty member in a health professions training program with a substantial portion of their academic time dedicated to research in education¹. (Research fellows in this category are drawn from the entire spectrum of health professions.)

OR

- Plan a career as a full-time scientist in health professions education research.

Masters and PhD Students

The emphasis of the fellowship is on mentorship and training in the initiation, design and conduct of innovative research relevant to the field of health professions education research and practice.

- Masters Fellows are expected to complete a minimum of 18 months full time research training at the Wilson Centre under the supervision of a Wilson Centre Scientist.
- PhD Fellows are expected to complete a minimum of 2 years full time research training at the Wilson Centre under the supervision of a Wilson Centre Scientist.

All graduate student Fellows are expected to complete formal graduate study leading to a Masters or PhD degree through an approved graduate program at the University of Toronto (for example, Faculty of Education [OISE/UT], Institute of Medical Science (IMS), or Dalla Lana School of Public Health) or elsewhere.

Post-Doctoral Fellows

The Wilson Centre also welcomes Post-Doctoral Fellows who have a primary supervisor at the Wilson Centre and who will commit to be onsite for at least one year.

¹ Applicants interested in improving their skills as a teacher should consider discussing professional development opportunities with the Centre for Faculty Development (<http://www.cfd.med.utoronto.ca>)

Supervision

Supervising faculty have diverse areas of expertise that touch on various aspects of health professions education. Common areas of study include motor learning, technical skills, inter/intra-professional education and collaboration, history of medical education research, interdisciplinary research in health, sociopolitics of knowledge, health globalization, governance, professionalism, effect of stress on performance, simulation-based training education, program evaluation, assessment and evaluation, communication, cognitive decision-making and learning, and sociology.

Admissions procedures and requirements are detailed in the documentation that follows.

2. Description of the Course of Study

Residency Requirement

The length of the program varies depending on the individual's background and program of study, but typically ranges from two to five years. The minimum fellowship duration requirement is 18 months for Masters Fellows, 2 years for PhD Fellows and 1 year for Post-Doctoral Fellows. Fellows are expected to consider the Wilson Centre Fellowship a full-time position. Outside work (such as clinical work or other employment) will be limited in accordance with the definition of full-time status in the School of Graduate Studies (www.sgs.utoronto.ca). Typically this will be capped at 5-10 hours per week.

Wilson Centre Educational Activities

Fellows are expected to participate fully in the activities associated with the program including regular attendance at Wilson Centre Research Rounds, Wilson Centre Fellowship Seminar Series sessions, the Richard K. Reznick Wilson Centre Research Day, and the Hodges Symposium as well as participation in relevant local conferences and meetings.

Graduate Training

All candidates will be expected to engage in graduate research training. The Wilson Centre is not a degree-granting unit, so fellows obtain their degrees (Masters or PhD) through enrollment in approved programs. The details of the program must be approved by their Wilson Centre supervisor prior to enrolment in the fellowship. The required coursework depends on the graduate degree program.

Major Research Project/Thesis

Candidates are expected to engage in research activities relevant to health profession education and practice, culminating in a major research project or thesis under the supervision and/or mentorship of one of the Wilson Centre Scientists. Methods of inquiry have included qualitative, quantitative, observational, and experimental approaches. While candidates may be involved in many research projects throughout their tenure, they are expected to assume responsibility for the conception, design, implementation, and interpretation of at least one major research project (which may be their thesis).

Dissemination of Work

Fellows will be expected to create a unique contribution to the field, culminating in the submission and eventual publication of at least one research paper in a peer-reviewed

journal or equivalent as approved by their Wilson Centre Scientist supervisor, as well as presentation of one or more papers or posters or equivalent at a national or international conference. In addition, candidates will be expected to present their work at least once per year at either a Wilson Centre Research-In-Progress Rounds or during one of the Wilson Centre Professional Development Series sessions. Fellows are encouraged to pursue presentation opportunities at departmental and other rounds including the Richard K. Reznick Wilson Centre Research Day.

3. Faculty Supervision

Each Fellow will be primarily supervised by a Wilson Centre Scientist who will assume primary responsibility for the Fellow's progress. Often the Wilson Centre Scientist supervisor also functions as the supervisor of the Masters or PhD thesis. Applicants are encouraged to read recent Wilson Centre Annual Reports to obtain a sense of the areas of research being enacted by the Wilson Centre Scientists (available online at www.thewilsoncentre.ca). A primary supervisor and Fellow may together decide to arrange for an additional co-supervisor within the Wilson Centre community (Scientist or Researcher) to provide necessary clinical, methodological or theoretical expertise. The primary supervisor and Fellow are responsible for submitting an annual progress report and final report to the Associate Director, Training Programs.

4. Space Policy of the Wilson Centre

Fellows will have access to an appropriate workspace and computer in accordance with the Wilson Centre Space Policy.

5. Application Process

Application deadline

The deadline for application package submission is normally **April 30** for fellowships beginning in July or September (or **October 31** for fellowships beginning in January). If you are past the application date and still wish to apply, please contact the Associate Director, Training Programs to inquire if your application will still be considered. In some years applications have been accepted past the deadline depending on availability of positions.

Supervision

The applicant must already have met with a supervisor at the Wilson Centre and have received his or her agreement to serve in that capacity prior to submitting an application. This sole or primary supervisor must be a Wilson Centre Scientist. A primary supervisor and fellow may together decide to arrange for an additional co-supervisor within the Wilson Centre community (Scientist or Researcher) to provide necessary clinical, methodological or theoretical expertise. Arrangements for meeting with Wilson Centre Scientists and Researchers can be made through the Associate Director, Training Programs.

Application package

The items to be included in the application package are listed below. Further information as to the content of each item is provided within the application cover page, which is located on the Wilson Centre's website.

- (1) Application cover page
- (2) Letter of intent
- (3) Current CV
- (4) Letter of support from your proposed Primary Supervisor
- (5) Description/documentation of salary support/funding
- (6) For applicants with clinical responsibilities, a letter specifying that you will have sufficient protected time to do your fellowship

Applications will be reviewed and applicants may be contacted with questions at the discretion of the Fellowship Committee.

Acceptance notification

Applicants will be notified by the Associate Director, Training Programs if their application has been accepted or declined within one month of the application deadline.

Criteria for Fellowship completion

Listed below are the minimum criteria for successful Fellowship completion (in addition to degree completion for fellows at the Masters or PhD level):

- Year 1 and Year 2 regardless of academic level (i.e., Masters, PhD, or Post-Doctoral Fellowship):
 - Attend a minimum of 12 WC Fellow's Seminar Series sessions per year
 - Present your research once per year at either (1) Fellow's Seminar Series presentation sessions or (2) WC Research Rounds
 - Attend the WC Fellowship Retreat
 - Attend WC Research Rounds
- Beyond Year 2:
 - Help to co-lead one WC Fellow's Seminar Series session per year
 - Present your research once per year at either (1) Fellow's Seminar Series presentation sessions or (2) WC Research Rounds
 - Attend a majority of the Fellow's Seminar Series sessions, particularly the Fellow's Seminar Series presentation sessions
 - Attend the WC Fellowship Retreat
 - Attend WC Research Rounds

While we don't formally monitor time spent at the Wilson Centre, there is an expectation that a significant amount of your time will be spent working at the Centre.

6. Graduate Programs

All applicants to the Wilson Centre Fellowship (with the exception of Post-Doctoral Fellows) are expected to concurrently apply to a relevant Masters or Doctoral level graduate research program. This application process is independent of the Wilson Centre Fellowship application.

7. Funding and Costs

Salary Support and funding

Fellowship salaries are not funded internally by the Wilson Centre. Fellows are responsible for securing their own funding. Funding for the program will be individualized, with potential sources including external funding, hospital funding or departmental funds, depending on the applicant's status.

Funds for Conference Travel and Professional Development

Fellows will be eligible for limited funds for conference travel and professional development. Masters Fellows are eligible for a total of \$500; PhD and Postdoctoral Fellows are eligible for \$1500 annually. Conference travel funding is normally only available for dissemination of work completed as part of the Fellowship and internationally only for conferences at which the fellow is delivering an oral presentation. Funding for professional development is contingent on approval from the Wilson Centre supervisor and Associate Director, Training Programs, and professional development funds cannot be put towards any Wilson Centre Atelier. Details should be discussed with the primary Wilson Centre supervisor.

Research Project Funding

Where necessary, candidates are expected to apply for external research funding with the assistance of their primary Wilson Centre supervisor.

Tuition

There is no fee for the Wilson Centre Research Fellowship program. However the candidate is expected to pay tuition in the applicable graduate program. The exact tuition amount depends on the applicant's graduate program. Note that these fees may or may not be covered by the fellow's financial sponsor.

8. Frequently Asked Questions (FAQ)

Please access the Wilson Centre website (www.thewilsoncentre.ca) for more information regarding the Centre, its Scientists, Researchers, Programs and Meetings, and for additional information concerning the Fellowship Program.

A section addressing FAQ concerning the Fellowship Program can be found at; <http://thewilsoncentre.ca/faq>