Mississauga Academy of Medicine
UNIVERSITY OF TORONTO

Trillium Health Partners
Better Together

RESEARCH OPPORTUNITIES FOR MAM MD STUDENTS
Program Guidelines 2019-20

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SECTION 1 – DEFINITIONS

In these *Guidelines:*

"Program" means all processes and systems bound by these Guidelines. The goal of the Program is to connect every MAM MD student seeking a research or quality improvement opportunity with such an opportunity.

"MAM" means the Mississauga Academy of Medicine, one of four MD Program Academies at the University of Toronto.

"THP" means Trillium Health Partners, a leading multi-site hospital located in Mississauga. The hospital is affiliated with MAM, with leadership holding appointments at both MAM and THP.

"RPC" or "Coordinator" means the Research Projects Coordinator, employed through MAM, who coordinates recruitment, dissemination, and involvement of students in research opportunities through physicians at THP.

"Research" means investigation or experimentation aimed at the discovery or interpretation of knowledge, the systematic collection or revision of knowledge in light of new facts or theories, the development and application of methodologies to increase knowledge, and the practical application of knowledge to specific problems or circumstances. Projects of this type involving human participants typically require review and approval by their affiliated Research Ethics Board prior to their commencement.

"QI project" or "quality improvement project" means preliminary de-identified fact gathering not requiring Research Ethics Board assessments regarding privacy impact/consent, etc.

"Physician" means a physician with THP privileges.

"Student" means a learner currently enrolled in the MD Program at the Mississauga Academy of Medicine at the University of Toronto.

"Catalogue" means a comprehensive online list of research and QI opportunities in the local community, including THP, that are available to students.

SECTION 2 – PROGRAM SCHEDULE

The Education Office at THP remains committed to creating the opportunity for students to engage in scholarly initiatives including local research and QI project work beyond mandatory curriculum requirements. To enable this important work, physicians and faculty who are interested in having an MD student support their research and QI initiatives are encouraged to participate in the Program. The preliminary stages of the Program are as follows:

- Project Proposal Period – faculty are invited to submit their projects to the Coordinator
- Application Period – projects are posted to the Catalogue; students send applications directly to faculty
- Selection Period – faculty select a student participant following application review, etc.

Projects will be administered in Fall/Winter or Summer based on their start date (see below).

2.1 Fall/Winter 2018-19 (For projects with start date: Nov-April)
Project Proposal Period

Faculty project proposals open. Survey sent to faculty via email	September 20, 2019	10:00 am
Faculty project proposals close	October 15, 2019	11:59 pm

Application Period

Catalogue available to students. Applications open	October 16, 2019	5:00 pm
Official application period ends	November 1, 2019	11:59 pm

Selection Period

Student selection period begins	November 2, 2019	12:00 am
Official student selection period ends	November 22, 2019	11:59 pm

2.2 Summer 2019 (For projects with start date: May-Aug)
Project Proposal Period

Faculty project proposals open. Survey sent to faculty via email	March 9, 2020	10:00 am
Faculty project proposals close	March 30, 2019	11:59 pm

Application Period

Catalogue available to students. Applications open	April 1, 2020	5:00 pm
Official application period ends	April 17, 2020	11:59 pm

Selection Period

Student selection period begins	April 18, 2020	12:00 am
Official student selection period ends	May 8, 2020	11:59 pm

SECTION 3 – CONTACTS

3.1 Research Projects Coordinator, Mississauga Academy of Medicine

The Coordinator is responsible for the interpretation and implementation of these Guidelines, including, but not limited to:

1. disseminating information to physicians, students, and other stakeholders at each stage of the Program;
2. coordinating matters related to updating the Repositories at MAM and THP; and
3. supporting the connection of students to opportunities.

The Coordinator does not become involved in the formulation of research questions, ethics documentation, data assessment, or applications for funding. For additional support in these areas, please contact the Institute for Better Health or the THP Library.

Please contact the Coordinator for any concerns pertaining to the Program. The current Coordinator is:

Jonathan Hersh
Email: jonathan.hersh@utoronto.ca
Tel: 905.569.4504

3.2 Manager, Student Services, Trillium Health Partners

The Manager, Student Services supports the Program by advising the Coordinator and connecting stakeholders with THP-specific resources.

Please contact the Manager, Student Services for any concerns related to THP resources. The current Manager, Student Services is:

Bryan Abankwah
Email: bryan.abankwah@thp.ca
Tel: 905.848.7580 x 3774

3.3 Research Working Group

The Research Working Group advises research, scholarship, and research-related operations affecting Education at MAM and THP, including the development and updating of these Guidelines, which establish the structure and procedures to be used in the Program. In addition, the Research Working Group creates and implements criteria for vetting opportunities submitted to the Program.

Membership of the Research Working Group includes, but is not limited to:

- Academy Director, MAM
- Manager, Student Services, THP
- Senior Librarian, Health Sciences Library, THP
- Corporate Manager Research Operations & Project Management, Institute for Better Health, THP
- Research Projects Coordinator, MAM
- Two Student Representatives, MAM

Please contact the Manager, Student Services for questions pertaining to the Research Working Group.

SECTION 4 – RULES AND REGULATIONS

4.1 Faculty

(1) Eligibility

Supervisors may offer funding for student involvement, but this is not required for Program eligibility. Projects whose start date for student involvement falls within one of the following time periods will be considered:

- Fall/Winter 2019-20 (Nov-May)
- Summer 2020 (May-Aug)

Projects that begin on a date outside of the above time periods will be filed for posting during a subsequent Application Period or asked to reapply at a later date.

If your project requires special considerations regarding application timing, please contact the Coordinator directly.

(2) Expectations

The supervisor is expected to clarify aspects of the project with the student and support them through their involvement in the study, including connecting them with the appropriate training required to participate in project activities. Supervisors are also expected to be timely and accessible.

Supervisors looking to offer funding to students will be required to commit the funds towards payment of the student before the project begins.

(3) Proposal process

The THP Education Office will disseminate to all THP physicians a survey inviting the proposal of research and QI opportunities for students. Physicians seeking the support of a student for their research or QI project should complete the survey during the Project Proposal Period to ensure that the project details are posted in a timely manner.

If you have been erroneously omitted from the mailing list for the survey and would like to propose an opportunity, please contact the Coordinator directly to receive more information.

Physicians are welcome to submit their projects as soon as details are available. Projects whose start date does not align with the Program Schedule will be administered during the Application Period deemed most appropriate by the Research Working Group. Exceptions will be made as necessary in the interest of providing quality research and QI opportunities to students.

(4) Selection process

Potential supervisors will receive applications throughout the Application Period directly from the student. During the Selection Period, supervisors are required to review any applications received. Interviews or other eligibility assessments are not required by the Program, but can be administered by the supervisor at their discretion.

If the supervisor and student both agree to decide to work together, the student has been instructed to initiate the registration process with the Coordinator directly. No additional administrative action is required between the supervisor and Coordinator once the student is selected.

Supervisors must conclude all action within the Selection and Application Periods by their respective official end dates.

4.2 Students

(1) Eligibility

The Program is open to any student in good academic standing enrolled in the MD Program at the University of Toronto.

MAM students can access the Catalogue on Elentra or thpHUB. If you are not a MAM student, please contact the Coordinator for access to the Catalogue.

(2) Expectations

If selected by a supervisor, the student will be required to prepare a commitment agreement with the supervisor. A template will be provided to successful applicants as a starting point. At a minimum, the agreement should include:

- Role of the student in the project
- Funds committed to a student stipend (if any)
- End date of the student's involvement
- Intellectual property
- Expectations/responsibilities of both parties

Students should determine the details of their hours and role with the supervisor directly.

(3) Application and registration process

Students will be notified by email when the Catalogue becomes available at the start of the Application Period. Students should review the available research and QI opportunities. The Catalogue is available on Elentra or thpHUB.

To apply to an opportunity, please complete the MEO Research/QI Learner Application form (located on the Catalogue), and email it with a copy of your CV to your potential supervisor directly. If interested in your candidacy, they will contact you directly to discuss the project in detail. Please adhere to the Program Schedule to ensure that your application is processed.

If you both agree to decide to work together, forward a copy of your application form to the Coordinator (jonathan.hersh@utoronto.ca) to initiate the registration process. This will include privacy and accessibility training, a review of key policies, and compulsory registration, commitment & confidentiality documentation.

4.3 Policies

Students and faculty that participate in the Program are expected to follow the applicable policies, including but not limited to):

- [Medical Student Health and Safety Supplemental Guidelines – Personal Safety and Occupational Hazards](#)
- [University of Toronto (U of T) Code of Student Conduct](#)
- [U of T Standards of Professional Practice Behaviour for all Health Professional Students](#)
- [U of T Standards of Professional Behaviour for Medical Clinical Faculty](#)
- [College of Physicians and Surgeons of Ontario (CPSO) Professional Responsibilities in Undergraduate Medical Education](#)

- [CPSO Delegation of Controlled Acts](#)
- [Policies](#), both internal and external, that Trillium Health Partners adheres to

4.4 Resources

(1) Institute for Better Health

Trillium Health Partners (THP) established the Institute for Better Health (IBH) to advance a new kind of health care for a healthier community using scientific expertise, innovative approaches and partnerships. With the overall goal of improving the health of our community, the IBH leads and partners on research and innovation projects that are focused on the following themes:

Implementation and Evaluation Sciences – Research aimed at implementing and evaluating novel approaches to rapid cycle improvements in health system organization, delivery and financing

Patient and Family Centered Care – Research and innovation that positions patients and families at the centre of the learning and discovery process, as partners, and aims to evaluate and improve the patient and family experience

Innovative Care Models in an Interconnected System - Research an innovation that contributes practical, evidence-informed strategies for change that improves the quality of patient care, transcending boundaries between place, type of care and across the system.

Population Health – Research and innovation to promote the health outcomes of groups of individuals, including the equitable distribution of such outcomes within groups.

Being embedded in one of the largest community-based hospitals in the country offers exciting opportunities to create, implement, test and share solutions to impact health in our community, province, country and beyond.

In addition to leading and partnering in research and innovation projects aligned with its themes the IBH also provides research supports and services through the following areas:
- [Research Operations](#) – Enabling scientists, investigators, and innovators across THP and our community to conduct research and innovation that is responsible, compliant and efficient
- [Research Project Management](#) – Providing research project and portfolio management support to scientists and investigators across THP
- [Data Discovery](#) – Building a data and insights engine for our community to allow rapid learning
- [Innovation](#) – Leading and supporting the design, implementation and evaluation of novel solutions targeting health system challenges affecting the hospital and community

- [Knowledge Translation and Engagement](#) – Engaging with investigators, providers, patients, family and community to share research in novel and meaningful ways to achieve impact

Supports related to the Research Ethics Board (REB) are available through [Research Operations](#). Project supervisors should note that:

- The REB is available to review projects if there are questions as to whether the project is human subject research or a quality improvement initiative. A determination letter is issued to quality initiatives, which is required by some journals for publication.
- The REB provides a consultation service where the REB works collaboratively with research teams to understand, discuss and provide advice regarding the ethical design and approaches to study conduct. Through these consultations the REB also aims to support earlier identification of research ethics considerations that research teams can address before submitting to the THP REB for formal review, deliberation and decision of human subject research studies.
- All research projects require administrative signoff from the department head (Administrative Director or their delegate) <u>before</u> beginning the project.

To learn more about IBH and the services they offer, please visit the individual functional area webpages hyperlinked above or visit the [IBH homepage](#).

(2) Graduate Diploma in Health Research

The Graduate Diploma in Health Research (G.Dip.H.R.) is a master's level Diploma offered through the Institute of Medical Science in the Faculty of Medicine (FOM) to provide accepted applicants high quality training in health research in order to understand, interpret and apply the rapid changes in the scientific underpinnings of health care. Eligible student applicants are enrolled in a Doctor of Medicine Program in the FOM, U of T and hold a four-year Bachelor's degree. The Diploma is completed over five consecutive terms (20 months) beginning with the Winter term of the first MD year.

For more information about the Diploma, please visit the [G.Dip.H.R. webpage](#) or contact the Diploma Coordinator at gdip.hres@utoronto.ca.

(3) Comprehensive Research Experience for Medical Students

U of T's Comprehensive Research Experience for Medical Students (CREMS) Programs allow students to gain extracurricular research experiences without interrupting their medical studies. The Programs vary in subject matter from biomedical and clinical, to population and health services research, and beyond. The Programs are designed to complement the medical curriculum in an effective and organized manner. Projects in the CREMS Programs receive

funding to support a student stipend, with the supervisor and the CREMS Office contributing to the stipend.

Faculty who meet the eligibility criteria are encouraged to submit their projects to the CREMS Office during the appropriate application periods. Students eligible to participate in the CREMS Programs will be notified when the list of approved faculty projects goes live on the CREMS website.

For more information on the CREMS Programs, please visit the CREMS webpage or contact the CREMS Office at crems.programs@utoronto.ca.

(4) Funding opportunities

The U of T Faculty of Medicine regularly updates a listing of new developments in research funding. Interested parties are welcome to subscribe to their e-mailing list to stay up-to-date. Please visit the What's New in Research Funding webpage for more details.

Other opportunities include:

- List of External Funding Opportunities for Trainees via St. Michael's Hospital
- Research Funding, Awards & Honours Opportunities Database via U of T Research and Innovation (UTORid required)

- **Tri-Council Funding**
  - **CIHR**: Canada's federal funding agency for health research. See ResearchNet for all current opportunities.
  - **SSHRC**: Canada's federal funding agency for research in the social sciences and humanities. See all SSHRC opportunities.
  - **NSERC**: Canada's federal funding agency for research in science and engineering. See all NSERC opportunities.
- **NIH**: American medical research agency. See active opportunities.
  - Grants.gov: find and apply for all U.S. federal grants including NIH.
- **Other common international funding sources**
  - **ProposalCENTRAL** – American funding opportunities from government, non-profit, and private grant-making organizations.
  - **Trialect** – international funding opportunities

Students seeking funding for expenses related to attending conferences or other research-related expenses can review the following:

- Travel & Conference Awards via the U of T School of Graduate Studies
- MD Travel Awards via the Canadian Federation of Medical Students
- Opportunities for Students and Trainees via the CIHR

- [Canadian Cancer Society Travel Awards](#)
- [Ontario Medical Students Association Conference Grant](#)
- [Medical Alumni Associations](#) – contact the appropriate association(s) individually regarding possible funding opportunities

(5) THP Library

The MacDonald & Brayley Health Sciences Library at THP provides a variety of services and resources, including access to over 5000 eJournals and 300 eBooks, databases, mobile resources, workshops on database and literature searching, research consultation, and more. Study space at the Library is available 24/7, and Library staff are available for assistance Monday thru Friday. For more information, visit the Library page on thpHUB or visit/contact one of the library locations:

Email: THPhealthscienceslibrary@thp.ca

Locations:

Mississauga Hospital	**Credit Valley Hospital**
Brayley Library	**MacDonald Library**
J-Wing Ground Floor	Level 0, Wing A, Room 0A210
Hours: Mon-Fri 7:00-3:30	Hours: Mon-Fri 8:00-4:30
Phone: 905-848-7394	Phone: 905-813-2411