

**PERSONALIZATION
AND VOLUNTARY
EXTENSION
OF RESIDENCY
IN FAMILY
MEDICINE GUIDE
2022-2023**

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This Guide was developed by the members of the Academic Affairs Committee – Family Medicine, with the contribution of family medicine program directors from Quebec’s medical faculties.

INTRODUCTION



Resident doctors completing their two-year family medicine program have several options for carrying out additional rotations, adapting or extending their training in line with their own needs or those of their practice site, or personalizing their future careers. But some of these options are little known, or differ from one program to another. The *Fédération des médecins résidents du Québec* (FMRQ) has therefore drawn up this Guide, to better inform family medicine residents in Quebec. Read on for an overview of the different options available to terminating residents in family medicine, eligibility criteria, certain local restrictions, selection processes, and timeframes.



OPTIONS

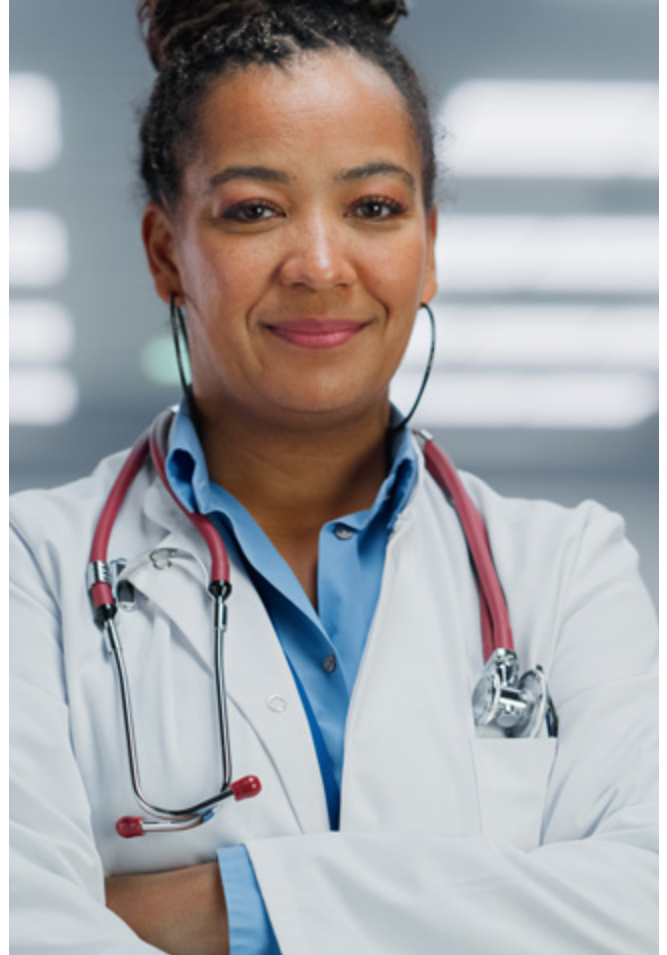
This Guide looks at three options: flexibility within the curriculum; extension of residency; and Enhanced Skills Training programs. To facilitate consultation of the Guide, information is grouped together by medical faculty.

1.

FLEXIBILITY WITHIN THE CURRICULUM



The first option, flexibility within the curriculum, allows you to personalize your residency program to develop certain competencies further, in line with your future practice. To that end, resident doctors may ask to convert a number of days from a rotation into another clinical activity, most often within an FMU block. Generally speaking, flexibility is allowed within the curriculum only toward the end of the family medicine program. Rotation days may be carried out in several specialties, depending on residents' self-identified gaps, learning needs, or interest in further training. Depending on the local situation, and at the discretion of the FMG directors/local program directors, resident physicians may be offered integrated days or weeks. Some restrictions may apply as to the maximum number of days permitted and where the days fit into the training curriculum, and these are specific to each faculty.



2.

EXTENSION OF RESIDENCY

The second option is optional extension of the family medicine residency program at resident doctors' request. This is the least well known of the three options. In fact, the Quebec Ministry of Health and Social Services (MSSS) allows [extension of residency](#) with additional rotations for a maximum of three months in most programs, except for Sherbrooke, which permits an extension of 3 to 12 months. The rotations are assessed and the assessments placed in the university file, but a fail does not lead to loss of family medicine certification. During these additional rotations, resident doctors continue to be subject to the *Fédération des médecins résidents du Québec* collective agreement.

SEVERAL RESTRICTIONS APPLY:

- The extension must enable resident doctors to acquire additional competencies, directly associated with the field of practice of their PEM;
- These rotations must begin on the first day following the end of residency and be carried out only in accredited sites;
- The rotation may not take place in the establishment where the resident physician obtained his or her PREM/PEM, but could be held in another establishment in the same integrated health and social services centre (CISSS) or integrated university health and social services centre (CIUSSS).

Access to extension of training varies considerably from one university to another; the duration of rotations in some specialties with quotas (e.g., Emergency Medicine) may be limited to less than three months in some cases.

3.

ENHANCED SKILLS TRAINING IN FAMILY MEDICINE PROGRAMS



Most resident doctors are quite familiar with Enhanced Skills Training programs. After completing these programs, it is possible to obtain a Certificate of Added Competence from the College of Family Physicians of Canada (CFPC). For most of these programs, application has to be made via another Canada-wide CaRMS match. This selection process is held during the fall of the R2 year.

Some programs are also available without a CaRMS match. These programs do not award a CFPC Certificate of Added Competence, but are none the less recognized by the *Collège des médecins du Québec* (CMQ).

HOW TO APPLY

PROGRAMS REQUIRING A CaRMS MATCH

- Refer to the CaRMS site for the exact procedure, official timetable, and requirements;
- The CaRMS platform generally opens in August between R1 and R2 for applications for these programs, which start on July 1 immediately following the end of the R2 year.

PROGRAMS INDEPENDENT OF CaRMS

- The application must include a letter of intent, resumé, and letter of reference, and a copy of all residency rotation assessments. It is recommended that you visit each program's web page for specific requirements.

Applications must be submitted to the program director during the fall prior to the start of the Enhanced Skills Training program.

UNIVERSITY OF MONTREAL

LEARN MORE

FLEXIBILITY WITHIN THE CURRICULUM

Information on flexibility
within the curriculum,
[Program Handbook
2022-2023](#), p. 30



PRINCIPLE

Flexibility within the curriculum makes it possible to modify a total of 16 days of regular clinical activities, equivalent to four weeks including returning for office time with patients. These days may be taken one at a time, and these days or weeks must occur during the last four periods in FMUs or the last six periods for integrated programs in the regions.

A maximum of two weeks per period (50%) may be taken, and a maximum of two weeks in total for rotations in another specialty not involving family physicians. Call schedules are, however, always maintained during the flexibility period.

PROCEDURE

The application has to be sent in no later than P6 of the R2 year. Its main purpose is to indicate the resident's interest in flexibility: dates and specific rotation sites may be determined subsequently. The themes have to be directly related to the family medicine program and the resident's desired practice orientation. Resident doctors then have to take their own steps to find their rotation sites and coordinate the schedule with the Teaching Office administrative assistant of their respective sites.

INELIGIBILITY

Resident doctors with active or upcoming accompaniment measures are not eligible for this measure, so they can concentrate on developing skills they have not acquired. Should an accompaniment measure be determined after the flexibility is approved, the flexibility is automatically suspended. The decision to reintroduce flexibility when the accompaniment measures end is reviewed on a case-by-case basis by the local program director, upon recommendation of the local competence committee.

MODIFIABLE ACTIVITIES

A maximum of two weeks of UFMG and 1-2 weeks of Inpatient Care or Emergency may be converted, provided the minimum 75% attendance in those activities is met. In settings where Emergency rotations are not integrated, one week of the final Emergency rotation may be modified, with prior notice to the person in charge of the rotation.

PERMITTED THEMES (INCOMPLETE LIST)

- Obstetrics and Perinatal Care
- Inpatient Care (including Acute Care)
- Care of Elderly (e.g., residential and long-term care facility [CHSLD], home care, memory clinics)
- Palliative Care
- Care of Poorly Served Populations and Indigenous Health
- Management and teaching
 - E.g., AMEE-ESME online training
 - Management training
 - Exposure to teaching, pedagogical training
 - Participation in management or pedagogical committees
- Locomotor System and Sports Medicine
- Adult Care

THEMES NOT ALLOWED

- Cosmetic Medicine
- Emergency Medicine
- Any other theme not included in the objectives of the family medicine residency program

Rotation sites must be registered as satellite sites by means of the form. An application to add the training site must be made, if the rotation site is not accredited. The host site and the resident doctor are responsible for forwarding the formative assessment to the home site.



EXTENSION OF RESIDENCY

For information on additional training, consult the [Practical Resident Handbook 2022-2023](#), p. 130

PRINCIPLE

Any resident doctor may apply for a voluntary extension of residency of 1-3 months. These months must be consecutive and start immediately after residency ends. Resident doctors are not usually required to take part in patient management office sessions, or in classes organized by the UFMG. Depending on availability, they may have the opportunity to renew their ACLS certification with their home site. It is important to note that training programs of 3 months' duration are encouraged by the program and the Office of the Associate Dean, to permit the comprehensive acquisition of competencies.

EXTENSION OF RESIDENCY - CONT'D

PROCEDURE

Application deadline is usually March 1 of the R2 year, but later applications may be reviewed on a case-by-case basis. To apply, simply fill in the [form](#) and send it to residence@medfam.umontreal.ca. Just complete the applicant information section, sign the form, and indicate separately the desired duration, type of practice aimed for, and objectives for the associated extension and rotation. It may be helpful to specify the type of PREM/specific medical activity (AMP) obtained and how the sought-after exposure was lacking during residency, particularly in the context of the COVID-19 pandemic. The application is first reviewed by the program director, then submitted for approval by the Office of the Associate Dean for Postgraduate Medical Education. Responses are usually received in late April.

PERMITTED THEMES

There are no restrictions in this regard, provided the resident doctors are able to justify the additional training in light of their practice objectives. They must then take their own steps to find their rotation site. Resident doctors may withdraw their applications for extension should a rotation corresponding to their objectives not be obtained. Also, a rotation period may be carried out in an unaccredited site, if that possibility has not already been exhausted for one of the optional rotations during residency.

ENHANCED SKILLS TRAINING IN FAMILY MEDICINE PROGRAMS

Link to
[University of Montreal
Family Medicine
Enhanced Skills Training
Programs](#)

PROGRAMS AVAILABLE VIA A CaRMS MATCH ARE:

- Sports and Exercise Medicine (1 year)
- Emergency Medicine (1 year)
- Addiction Medicine (1 year)
- Palliative Care (1 year)
- Care of Elderly (1 year)

PROGRAMS AVAILABLE WITHOUT A CaRMS MATCH ARE:

- Perinatal Care (3 months)
- Palliative Care (3 months)
- Care of Elderly (3 months)
- Clinician Scholar – academic profile (1 year) with possibility of doing the program in R2 rather than R3
- Clinician Scholar – research profile (2 years) with enrolment in a research Master's with thesis

LAVAL UNIVERSITY

[LEARN MORE](#)



FLEXIBILITY WITHIN THE CURRICULUM

Information on flexibility within the curriculum may be found on the MonPortail page of the family medicine residency program by clicking on the Progress -> Program policies [Cheminement -> Politiques du programme](#) tab (Intranet).

Flexibility within the curriculum means 50% of selected specialized activities (SSAs) or call duty in the last six months of residency or the last R2 university family medicine group (UFMG) block for call duty or SSAs may be changed, as the resident chooses, depending on availability specific to each UFMG. Refer to your UFMG to find out about possible adjustments in your training site.

NICHES

Another option for personalizing residency—unique to Laval University—is to register in a niche of your choice. We currently have two niches: lifestyle medicine, and social engagement. These niches are integrated with the 2-year residency program. Residents choosing these niches have access to individualized mentoring, learning activities, and the choice of rotations specific to them. New niches are in development for the coming years. [Click here for further information.](#)

EXTENSION OF RESIDENCY



Information on extending residency may be found on the MonPortail page of the family medicine residency program by clicking on the Rotation -> Customized training [Stage -> Formation sur mesure](#) tab (Intranet).

Extension of residency comprises 1-3 months of additional rotations at the resident doctor's choice. Customized training thus involves adding 1-3 rotation periods at the end of the 104 weeks of the family medicine residency program. These rotations may be in any field of care relevant to the resident doctor's future practice (e.g., Palliative Care, Inpatient Care, Emergency, etc.).

The application must be emailed to the program at programme-medfam@med.ulaval.ca, no later than March 15 each year, for training the following academic year. The application **must** include:

- a letter of intent;
- an up-to-date resumé;
- a letter from the DRMG where the resident physician has obtained a PREM, confirming the need for additional rotations relating to his or her future practice in that position. In these circumstances, applications for customized training cannot be accepted for a resident doctor who will be performing locums exclusively.

This training must be approved by the Conference of Associate Deans for Postgraduate Medical Education (Quebec's medical faculties). The training grids for future R1s and R2s will be drawn up by the program before the remaining places are offered to resident doctors wishing to do customized training.

Customized training is most often scheduled immediately following the end of the final rotation in the family medicine residency program. But it may happen that, for reasons of rotation availability, the training takes place a little later. In that case, the deadlines for entering practice will be met, in line with obtaining the resident doctor's PREM compliance notice. Also, customized training is accepted only in the first year following the end of the family medicine residency program.

EXTENSION OF RESIDENCY - CONT'D

Inter-university rotations via customized training will be approved only if the faculty is unable to offer a similar rotation in its network at that specific time. Resident doctors have to take their own steps to find the rotation in a network other than Laval University's. For details, consult the Rotations (*Stages*) section of the site on monPortail.

ENHANCED SKILLS TRAINING IN FAMILY MEDICINE PROGRAMS

Link to
[Programmes de
compétences avancées
en médecine familiale de
l'Université Laval](#) site

PROGRAMS AVAILABLE VIA A CaRMS MATCH ARE:

- Sports Medicine
- Emergency Medicine
- Palliative Medicine
- Care of Elderly

PROGRAMS AVAILABLE WITHOUT A CaRMS MATCH ARE:

- Perinatal Care (3 months), application in December each year
- Clinician Scholar – 1-year profile
- Clinician Scholar – 2-year research profile
- Pain Management (3 months)

UNIVERSITY OF SHERBROOKE

[LEARN MORE](#)

FLEXIBILITY WITHIN THE CURRICULUM



For information on flexibility within the curriculum, we refer you to the directors of your respective university family medicine groups (UFMGs), to find out the options available to you depending on your residency site. Since July 1, 2022, all UFMGs have offered some form of flexibility in line with the specific local features of the programs.

EXTENSION OF RESIDENCY

PRINCIPLE

An extension of residency of variable duration may be obtained, from 3 to 2 periods. The purpose of such additional training is to acquire skills directly associated with future clinical tasks. Thus, when submitting the application, resident doctors must already have in their possession a letter from the DRMG explaining how this additional training will help meet local needs. So the learner must have a PREM compliance notice or an undertaking to recruit following this training.

EXTENSION OF RESIDENCY - CONT'D

PROCEDURE

The procedure must be initiated by resident doctors interested in extending their curriculum. The additional training will be organized jointly with the desired training site.

1. Organization of additional training with the training site and recruiting site, in line with training capabilities and needs identified.
2. Submission of the application to Jean-François Duval, Academic Coordinator in the Office of the Associate Dean for Postgraduate Medical Education Jean-Francois.Duval@USherbrooke.ca. Mr Duval's role is to accompany you in preparing your application. The following documents must be included:
 - a. **Additional training application form**. Do not complete Section VII;
 - b. **Letter of reference from your FMU director**, attesting to your leadership skills;
 - c. **Letter from the training site**, confirming that a place is reserved for you;
 - d. **Letter from the recruiting DRMG**, explaining how the additional training meets the establishment's needs and describing your planned role in the establishment.
3. Email response from the Office of the Associate Dean or MSSS no later than March 1.

SPECIFIC FEATURES DEPENDING ON DURATION OF ADDITIONAL TRAINING:

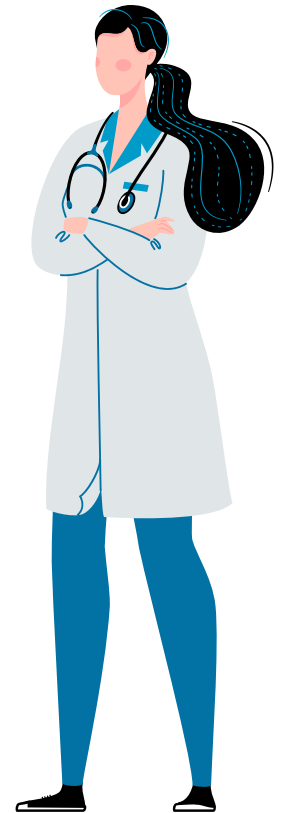
For [additional training of 3-6 periods](#) (Intranet), with respect to MSSS rules, the application must be approved by the Office of the Associate Dean and the Conference of Associate Deans for Postgraduate Medical Education (all four medical faculties), rather than by the MSSS.

- Deadline for applying to the Postgraduate Medical Education Office (BEM) is **February 1** of each academic year.
- The Office of the Associate Dean responds to the resident's application by email no later than **March 1** of each academic year.

EXTENSION OF RESIDENCY - CONT'D

For [additional training of more than 6 periods](#) (Intranet), with respect to MSSS rules, the application will be submitted to the Postgraduate Medical Education Office (BEM) of the respective university, but accepted by the MSSS. Barring exceptions, this additional training may not be carried out in the network of the faculty where the resident completed his or her residency (not applicable to training of less than 6 periods).

- Deadline for applying to the Postgraduate Medical Education Office (BEM) is **December 1** of each academic year.
- The MSSS responds to the resident physician's application by email no later than **March 1** of each academic year.



ENHANCED SKILLS TRAINING IN FAMILY MEDICINE PROGRAMS

Link to [University of Sherbrooke Family Medicine Enhanced Skills Training Programs](#) site

PROGRAMS AVAILABLE VIA A CaRMS MATCH ARE:

- Emergency Medicine
- Palliative Care
- Care of Elderly
- Sports and Exercise Medicine

PROGRAMS AVAILABLE WITHOUT A CaRMS MATCH ARE:

- Perinatal Care (3 months)
- Clinician Scholar – Research (1-2 years) and Educator (1 year)
- For these programs, contact Stéphanie Charland (medfam-pca@usherbrooke.ca).

McGILL UNIVERSITY

[LEARN MORE](#)



FLEXIBILITY WITHIN THE CURRICULUM

Flexibility within the curriculum, as mentioned above, does not exist at McGill University in view of the varied family medicine program curriculum, as summarized in the [document on the residency curriculum](#) (including 12 months of off-service rotations distributed randomly over the two years of residency).

Also, flexibility within the curriculum should not be confused with the term “FLEX”, used at McGill University, which stands for Focussed Learning Experience and consists of a period of mandatory remediation for resident physicians receiving a borderline or unsatisfactory assessment on a rotation, or who present academic difficulties after assessment by the academic program.

EXTENSION OF RESIDENCY

Resident doctors are responsible for organizing their rotations and applying for them to the site/person in charge.

All applications will be evaluated in line with the availability of the site, and may therefore be denied depending on the site's capacity, with priority given to resident physicians doing their mandatory training.

During the extension, resident doctors are not required to attend half-day clinics or teaching sessions. If they wish to attend, they must apply to their UFMG program director.

EXTENSION OF RESIDENCY - CONT'D

The extension must be in a field other than the Enhanced Skills Training programs already offered at McGill University, and therefore may not be exclusively in Emergency Medicine, Perinatal Care, Palliative Medicine, Care of Elderly, or Sports Medicine. The field applied for should be related to the clinical services the residents will be delivering in their future practice, e.g., the field could be tied to their future specific medical activity (AMP).

The extension of residency must begin on the first day following completion of residency (i.e., July 1) and is of no more than 24 weeks' (six periods') duration.

The resident doctor must complete the extension of training application form, and submit it, along with a letter of support from the future employer—who must be a physician practising in Quebec—to the family medicine program director by February 1 of the current academic year. Deadlines and conditions can change from one year to the next.



ENHANCED SKILLS TRAINING IN FAMILY MEDICINE PROGRAMS

Link to [McGill University Family Medicine Enhanced Skills Training Programs](#) page



PROGRAMS AVAILABLE VIA A CaRMS MATCH ARE:

- Emergency Medicine
- Palliative Care
- Care of Elderly
- Sports and Exercise Medicine

PROGRAMS AVAILABLE WITHOUT A CaRMS MATCH ARE:

- Maternal and Child Health (6 months)
- Clinician Scholar Program (1 or 2 years)

For these two programs, applications are made via an online form, usually from August onward.



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Download the FMRQ mobile app from the App Store or Google Play.