

Internationally Sponsored Trainees (Residents & Fellows)

This document outlines the Postgraduate Medical Education (PGME) program, Schulich School of Medicine & Dentistry, Western University current state of Internationally Sponsored Trainees (IST) and subsequent processes.

Summary of Current Situation (2019/20)

PGME programs have accepted trainees from the following countries:

Argentina	France	Jordan	Palestine	Spain
Australia	French	Kuwait	Panama	Sudan
Bahraini	Germany	Libya	Peru	Syrian
Belgium	India	Malaysia	Philippines	Taiwan
Brazil	Iran	Mexico	Qatar	Thailand
Chile	Ireland	Morocco	Romania	United Kingdom
China	Israel	Nepal	Rwanda	United States of America
Colombia	Italy	Netherlands	Saudi Arabia	Yemen
Costa Rica	Jamaica	New Zealand	Singapore	
Egypt	Japan	Oman	South Africa	

The Schulich School of Medicine & Dentistry, Western University has signed contracts in place with the following sponsoring agencies:

- The Ministry of Higher Education of Saudi Arabia (Saudi Arabian Cultural Bureau in Canada)
- The Government State of Kuwait
- Aramco Services Company in Saudi Arabia
- Embassy of the United Arab Emirates – Cultural Division
- Hamad Medical Corporation in the State of Qatar
- The Jaffna Health Foundation, India
- The Oman Specialty Board
- The Embassy of the Republic of Yemen
- Sidra Medical and Research Center, Qatar

The current contracts are valid until 2020, and will be renegotiated in 2019.

Residents are trainees who are eligible to sit the Royal College of Physicians and Surgeons of Canada certification exam. They start as either a PGY1 trainee, or have complete core specialty training in Canada and are starting as a PGY4 in a subspecialty program. Residents must have a sponsor in order to be appointed.

Clinical Fellows: not the same as the commonly used “fellow” which refers to senior (PGY4 & up) residents. A clinical fellow has completed residency training, and is a certified specialist in their home country. They are not eligible to sit any certification exams, and are completing training outside of the Royal College accredited residency training requirements.

Research Fellow: completing or assisting with a research project. They must have no clinical activity or patient contact. They do not hold a license with the CPSO. They must hold a medical degree to be eligible to register as a PGME research fellow.

The PGME office invoices agencies \$100,000 per trainee per year to provide training. The amount is prorated and invoiced on an annual basis. That amount is broken down as follows:

- \$12,000 is tithed by corporate Western
- \$43,000 is allocated to Schulich Medicine & Dentistry Dean's office
- \$45,000 is allocated to the department within their budget. The Department decides how to distribute this funding, no rules are set by PGME or the Dean's office.

Preferred list of countries from which departments could seek ISTs:

- Currently see above
- An agency would only enter into an agreement if they were looking to have residents apply. Clinical fellows are not required to have sponsorship as part of their funding

Process for program to accept a resident from an agency without a contract:

- Program notifies PGME (Manager) of the agency looking to sponsor trainees
- PGME (Manager) connects with agency and provides templated agreement (previously vetted by Western Legal Counsel) for agency signature (appendix A)
- Agreement is returned to PGME (Manager) for Western signature (Associate Dean, PGME & Provost and Vice-President Academic, Western University)
- Copy of signed agreement is sent back to agency
- Agency can now begin to forward applications to PGME (International Trainee Coordinator) for candidates into PGME programs

Selection Process

- Applications are collected by PGME (International Trainee Coordinator) and provided to individual programs each July for the following academic year
 - o Programs are asked in January whether they are looking to take a resident, clinical fellow, both resident and clinical fellow or none for the next July.
 - o Program replies to PGME (International Trainee Coordinator) indicating "Yes" or "No". Because some programs won't know their availability until after a match date, PGME can give the program the option to indicate that they want applications to be collected, and the program must update PGME when they determine their availability to consider applications.
 - o Applications are emailed to identified programs.
 - o Program selects candidate(s) for vetting process and contacts them directly
 - Best practices indicated by programs to vet candidate(s):

- Have candidate attend face-to-face interview (please contact the PGME office for sample interview forms and scoring guides)
 - Interview via Facetime, Skype, or equivalent method
 - Written and oral testing of English language
 - Dictation report on scenario
 - Provide video of candidate assessing history of simulated patient
 - Reply via email to individual scenario questions
 - Mini case review
 - Exam Results
 - MCCEE (cutoff score can be determined by RPC/Program Director)
 - MCCEE-Part II
 - OSCE (NAC)
 - Observerships
 - Simulation report from home institution’s simulation centre
 - Reference letters from known residents, faculty, etc.
 - Electives
 - Saudi Bureau does not supervise any training less than 6 months
 - Trainee would need to already be in a residency program and might face resistance from program directors at home institution
 - Trainee would more than likely not be sponsored during elective time
 - CPSO policy requires an international elective must have completed a minimum of 2 years in the discipline to be eligible for licensure
 - Similar process to CMG or IMG selection
- Program contacts PGME (International Trainee Coordinator) via email copying Chair and Manager, Administration & Finance with information on selected trainee(s)
 - PGME (International Trainee Coordinator) distributes offer letter(s) to candidate(s) on behalf of program
 - Note: letters for Subspecialty Medicine and Internal Medicine programs cannot be made prior to Medicine Subspecialty Match date through CaRMS (November)

Table 1. Process description after a training appointment has been offered and accepted

Action	Timeline
Trainee signs and returns offer letter (see Appendix C for template) to PGME (International Trainee Coordinator)	1 to 21 days
PGME (International Trainee Coordinator) confirms funding through sponsoring agency. Until sponsoring agency confirms funding no further action is taken	Immediate upon receipt of signed offer letter or NOTA and all supporting documentation

Sponsoring agency returns confirmation of funding document to PGME (International Trainee Coordinator)	1 day to >4 months
PGME (International Trainee Coordinator) sends candidate letter of appointment (LOA – legal contract with Western University) along with welcome letter (Appendix C)	Immediate upon receipt of funding confirmation document
Candidate returns signed LOA back to PGME (International Trainee Coordinator)	Ask for return within 21 days
PGME (International Trainee Coordinator) submits request for Letter of Eligibility to the College of Physicians and Surgeons of Ontario (CPSO)	Immediate upon receipt of the signed LOA
PGME (International Trainee Coordinator) receives Letter of Eligibility from CPSO, all eligibility requirements must be met (MCCEE, specialty certification etc.)	5 – 15 business days
PGME (International Trainee Coordinator) prepares immigration documents and submits Offer of Employment and employer compliance fee to Immigration, Refugees and Citizenship Canada	Immediate on receipt of the LOE
PGME (International Trainee Coordinator) emails immigration documentation to candidate for them to apply for a work permit	Check processing time by country (3 weeks – 14 months)
Trainee must also apply for a Postgraduate Educational Certificate of Registration (licence) through CPSO	Approx. 4 months
Trainee arrives at Canadian port-of-entry and work permit is printed by Customs officials, sends to PGME (International Trainee Coordinator)	
PGME (International Trainee Coordinator) verifies work permit and sends to CPSO	Immediate upon receipt
Trainee cannot begin training until they have met all PGME and Medical Affairs (MA) requirements	Instructions for meeting requirements are issued at least 4 weeks prior to start date
PGME (International Trainee Coordinator) and MA will issue email to both Program Director (PD) and Program Administrator (PA) once they have been verified	
<p>Trainee begins Pre-Entry Assessment Program (PEAP)</p> <ul style="list-style-type: none"> ○ The PEAP is an assessment process, 4 - 12 weeks in length that evaluates international medical graduates to determine whether they can function at the level of Ontario medical school graduates and are qualified to enter an Ontario training program. During the PEAP, the trainee is assessed on their clinical skills, 	

<p>knowledge and judgment in the discipline. The overall purpose is to determine that the candidate is mentally competent to practice medicine, has the ability to practice with decency, integrity and honesty and in accordance with the law, has sufficient knowledge, skill and judgment to engage in the kind of medical practice authorized by the certificate, and can communicate effectively and displays an appropriately professional attitude.</p>	
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<p>The program is responsible for completing a PEAP evaluation form to the PGME office no later than 7 days prior to the fellow's PEAP license expiry date. If the evaluation determines the fellow has demonstrated appropriate ability during the PEAP, the CPSO will convert the PEAP license into a full certificate of registration for Postgraduate Education. If not, then the PEAP licence is not renewed and the trainee is no longer in the program.</p>	
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Total processing time is approximately 4 – 6 months for an internationally sponsored trainee. Different factors can influence the timeline, such as whether the trainee is already practicing in Ontario, whether they hold a CPSO license, have previously completed a PEAP etc.

Orientation

Support required once trainee has arrived, in training, if any issues (remediation, language difficulties, cultural adaptation, etc.)

- [Learner Equity & Wellness office](#)
- [Western English Languages Centre](#)
- [Touchstone Institute - Canadian Medical Primer Program](#)

Termination

- Dismissal of a sponsored resident from a residency training program is the same procedure as for an MOH-funded resident. It is described in the Evaluation and Appeals policy [found on the PGME website](#).
- Dismissal of a clinical fellow has a formalized policy in progress, but currently involves discussion with the trainee, approval from the Program Director, and notification of last day of training to the PGME office (International Trainee Coordinator)

Appendix A: Contract Template for Sponsoring Agency

THIS AGREEMENT made this DATE

Between: <Sponsoring Agent>

hereinafter called "<Short form of Sponsoring Agent>"

- OF THE FIRST PART –

and

THE UNIVERSITY OF WESTERN ONTARIO,

as represented by The Schulich School of Medicine & Dentistry

hereinafter called "Schulich Medicine & Dentistry"

- OF THE SECOND PART –

POSTGRADUATE TRAINING AGREEMENT

WHEREAS <Sponsoring Agent> wishes to have sponsored postgraduate medical students from <Sponsoring Agent> (hereinafter referred to as "Trainees") receive Medical Education offered by Schulich Medicine & Dentistry;

AND WHEREAS the UNIVERSITY through the Schulich School of Medicine & Dentistry, has agreed that such Trainees shall be taught as postgraduate medical students in the clinical services of the affiliated teaching hospitals and/or its Postgraduate programmes;

WITNESSETH that in consideration of the mutual covenants hereinafter set forth, the parties hereto agree as follows:

1. Schulich Medicine & Dentistry agrees to provide Postgraduate Medical (residency/fellowship) training to Trainees in accordance with the terms and conditions set out in this Agreement. Such training i.e. residency may lead to eligibility for certification by the Royal College of Physicians and Surgeons of Canada, or by the College of Family Physicians of Canada, to selected Trainees.
2. At least six months prior to the proposed starting date for training, <Short form of Sponsoring Agent> shall provide Schulich Medicine & Dentistry with a list of medical doctors it wishes to be considered for training under this Agreement.
3. All proposed Trainees must
 - (a) meet the minimum requirements for admission into the Postgraduate Training programmes to which they are applying;
 - (b) be fully sponsored for the entire duration of training (including any required extensions of training by Schulich Medicine & Dentistry);
 - (c) obtain a letter of eligibility from the Provincial Medical Licensing Authority.
4. Schulich Medicine & Dentistry is not required to accept Trainees in any particular year even if they meet the requirements set out in paragraph 3 above. <Short form of Sponsoring Agent> acknowledges that admissions decisions are subject to the limits of Schulich Medicine & Dentistry's physical and human resources and shall be in the absolute discretion of Schulich Medicine & Dentistry.

5. Prior to commencement of the training programme, there will be an orientation and adjustment period, which will ordinarily be a minimum of 12 weeks in length. During this time the trainees will receive additional instruction; familiarize themselves to the Canadian culture, and be afforded time to settle into their new accommodation and acquire required necessities. They will also be subject to an evaluation (Pre-Entry Assessment) which is a requirement of the College of Physicians and Surgeons of Ontario for the issuance of a certificate of registration authorizing postgraduate training. If the Pre-Entry Assessment Period is completed successfully, the trainee will be assigned to the programme in a regular capacity.
6. Trainees will remain and shall advance and be promoted in their respective programmes as long as they meet the academic, ethical, and professional requirements of the programme. They will be subject to the policies and regulations of the University and the Schulich School of Medicine & Dentistry and to the same regular assessment procedures applied to Canadian postgraduate medical trainees, with the understanding that their training will not be continued should their performance be judged inadequate.
7. Trainees will be given the equivalent opportunities, right and privileges afforded to their Canadian counterparts as provided for in the Collective Agreement between the Professional Association of Residents of Ontario (PARO) and the Council of Academic Hospitals of Ontario (CAHO) with respect to all non-monetary matters.
8. Schulich Medicine & Dentistry will provide system access to <Short form of Sponsoring Agent> to obtain comprehensive evaluation reports on the status and the performance of trainees.
9. In accordance with normal Schulich Medicine & Dentistry practices, trainees will be provided with information regarding situations jeopardizing completion of training, whether academic, professional, or personal as soon as they are identified in order that immediate corrective measures may be undertaken at an early stage. This information will also be provided to <Short form of Sponsoring Agent>. It is the intention of the parties hereto that all reasonable efforts be made to identify and take appropriate measures to solve any problems as soon as possible.
10. <Short form of Sponsoring Agent> will pay directly to its trainees the following amounts:
 - (a) Salary, including any applicable chief and senior resident bonus, in accordance with the salary scale determined pursuant to the PARO/CAHO Collective Agreement;
 - (b) all necessary expenses including air fare, travel, malpractice insurance, clothing, books, meal allowance and living expenses;
 - (c) health insurance for the trainee and his immediate family/dependents. Health insurance is a requirement unless documented proof of equivalent coverage is provided.
11. <Short form of Sponsoring Agent> will pay to Schulich Medicine & Dentistry the following amounts;
 - (a) the sum of \$100,000.00 CAD (one hundred thousand Canadian dollars), for all trainees. Tuition will be payable annually in advance from the commencement of the orientation and adjustment period referred to in paragraph 5, for each trainee to which this Agreement applies. This payment covers academic costs of \$100,000 (one hundred thousand Canadian dollars) for residency/fellowship training expenses which arise from the trainees' participation in the Postgraduate Training Program;
 - (b) 2% (or the current rate as determined by PARO) of the trainee's salary for Professional Association dues. The 2% fees will be remitted to the University and the University will remit the dues to PARO;
 - (c) The costs of any special tutoring (i.e. remediation training, etc.) required in any particular area, provided that <Short form of Sponsoring Agent> has agreed in advance to the additional costs involved in such tutoring or structured remediation.

12. Schulich Medicine & Dentistry agrees that, if a trainee withdraws from the program for any reason within the first 6 months after commencement of training, the amount payable for that trainee will be prorated to the number of months attended and the unexpended balance shall be returned to <Short form of Sponsoring Agent>. Trainees who withdraw after a 6 month period will be charged for the full academic year.
13. It is understood that <Short form of Sponsoring Agent> trainees, upon completion of training and/or upon receiving certification by the Royal College of Physicians and Surgeons of Canada or, the College of Family Physicians of Canada, will return to <Country>.
14. This Agreement shall come into force on <date> and will continue thereafter for a period of six (6) years and will be renewed thereafter for successive one (1) year terms unless written notice is given by either party to the other at least six (6) months prior to the end of any term (including the initial term) of its intention to terminate the Agreement.

IN WITNESS WHEREOF the parties hereto have caused presents to be executed by their duly authorized officers.

THE <SPONSORING AGENCY>

Per:

Title:

Date: _____

The Board of Governors

**THE SCHULICH SCHOOL OF MEDICINE & DENTISTRY,
THE UNIVERSITY OF WESTERN ONTARIO**

Per:

Dr. C. Watling, Associate Dean, Postgraduate Medical Education

Date: _____

Per:

Dr. M. Strong, Dean of Schulich School of Medicine & Dentistry

Date: _____

Appendix B: Welcome Letter (Internationally Sponsored Resident)

Welcome to your postgraduate medical education training appointment at Western University! Attached you will find a formal Letter of Appointment for your upcoming appointment at Western University. Please find listed below the necessary tasks that must be undertaken prior to the commencement of your appointment.

TO BE DEALT WITH IMMEDIATELY:

- **Letter of Appointment:** Sign and date the attached letter of appointment and return both pages to Western University, Postgraduate Medical Education Office (PGME) by fax to 519-850-2492 or email it as a scanned attachment to postgraduate.medicine@schulich.uwo.ca.
- **Postgraduate International Trainee Processing Fee:** Pay this \$150.00 fee online at <https://www.schulich.uwo.ca/medicine/postgraduate/internationalFeeForm>. This fee is non-refundable and MUST BE PAID BEFORE YOUR WORK PERMIT DOCUMENTATION WILL BE SENT TO YOU BY THE PGME OFFICE. Alternatively, you can remit a cheque in the amount of \$150.00 (in Canadian funds) made payable to the University of Western Ontario to the PGME Office.
- **College of Physicians & Surgeons of Ontario (CPSO) Educational Certificate:** Submit an application to the CPSO for your license to practice medicine in this province. For all international medical graduates outside of North America, a Pre-Entry Assessment Period (PEAP*) will have to be successfully undertaken at this University before issuance of your educational certificate will be granted. Effective January 1, 2012 there are new verification requirements for licensing with CPSO. The CPSO can be contacted at 1-416-967-2617 or inquiries@cpso.on.ca for further details. Please submit your application as soon as possible, you do not need to wait for the Letter of Acceptance to be sent to the CPSO; the PGME Office will forward your signed LOA to the CPSO once it is returned by you to our office. All other aspects of the CPSO registration process are your responsibility. Your license will not be issued until the CPSO is satisfied that all application requirements have been met.
 - For Medical Graduates outside of Canada and the United States, please ensure you have applied to the Physician Credentials Registry of Canada (PCRC) as this is a requirement to obtain your license. For more information, please visit: <http://physiciansapply.ca/>

*As an International Medical Graduate, CPSO requires you to complete a Pre-Entry Assessment period. This is a 4-12 week period where you will be assessed on your clinical skills in the program/discipline. Please refrain from making long term arrangements before successful completion of your Pre-Entry Assessment period.

- **Canadian Employment Authorization (Work Permit):** Obtain an application for Canadian Employment authorization at your nearest Canadian Embassy/Consulate or visit <http://www.cic.gc.ca/english/information/applications/work.asp> Note: Labour Market Opinions are no longer required to obtain work permits. As stated above, your work permit documentation will not be sent to you until the Postgraduate International Trainee Processing Fee has been paid.

TO BE DEALT WITH IN THE NEAR FUTURE:

- **Canadian Medicine Primer:** As of July 2014, all new PGY1 residents are encouraged to attend the 2.5 week Canadian Medicine Primer course offered by the Touchstone Institute. This course provides orientation to medical training and practice in Canada. Registration instruction, dates and course information will be sent to you when available.

- **Housing:** You may find the following websites helpful and may assist you in your search for accommodations: <http://www.middlesex.ca/living-here> or <http://www.residenceatwestern.ca/graduate.cfm> or <http://immigration.london.ca/living/Pages/default.aspx>

- **Canadian Medical Protection Association (CMPA):** CMPA is mandatory and your responsibility. Information about how to apply can be found at www.cmpa-acpm.ca/ under the Membership tab, or by calling CMPA directly for further information at 1-800-267-6522 or 613-725-2000. You will not be able to complete your CMPA coverage until your arrival in Canada as you will be required to provide CMPA with a Canadian bank account.

- **Personal Health Insurance:** All employed residents of Ontario are eligible for the Ontario Health Insurance Plan (OHIP) after a three month waiting period from time of application. For your family members and for yourself while you wait for three months to be eligible to apply for OHIP, Western University has the University Health Insurance Plan (UHIP). Insurance coverage is mandatory and can be applied for upon arriving in Canada through Human Resources at Western University, Support Services Building, Room 5100. Information about UHIP can be found at <http://www.sdc.uwo.ca/int/services/?uhip> . The cost is entirely your responsibility and will vary depending on the number of people who need coverage. If you have personal health insurance through another provider, you aren't required to obtain UHIP coverage but you must have personal health insurance coverage while waiting for OHIP. You are also responsible for your own application to OHIP, information on applying can be found at <http://www.health.gov.on.ca/en/public/programs/ohip/>

- **Hospital Privileges:** Documentation will be sent to you directly from the hospital Medical Affairs office. All Medical Affairs requirements (modules, etc.) must be met before training can begin.

- **Western Registration:**
 - **Review Registration details:** Please visit: <https://www.schulich.uwo.ca/medicine/postgraduate/faq/files/Unfiled/2012RegistrationInformation.pdf>
 - **Western Paperwork:** A Registration information package will be provided to you closer to your start date with information on how to obtain your Western Student ID Card and Western email. Information will also be provided regarding online registration and Western email account activation. Note – there is a registration fee required per academic term. Payment can be made via credit card when completing online registration via your SingleSignOn account.
 - **Complete Single Sign-On:** Once you have received your Registration information, please visit www.schulich.uwo.ca/singlesignon and complete the online registration process and pay the registration fee. You will need a username and password which will be emailed to you in a separate communication approximately a month before your appointment is set to begin.

As a reminder, holders of a Certificate of Registration Authorizing Postgraduate Training from the CPSO cannot bill OHIP nor perform any clinical duties outside of the supervision of this postgraduate education appointment.

If you have any questions please feel free to contact this office.

Appendix C: Offer letter template for sponsored Clinical Fellow

(NB: Offer letters to sponsored residents are issued centrally by the PGME office)

[Date]

PERSONAL & CONFIDENTIAL

[Name]

[Street]

[City, Postal Code]

Dear [Name],

Western University is pleased to offer you an appointment in the position of [position title] with the [department/school/institute], Schulich School of Medicine & Dentistry on the following terms:

1. **Hours of Work:** Your normal hours will be determined by your supervisor and you, as they may vary from time to time depending on the operational needs of the Department. Payment will be monthly, on the second last working day of the month.
2. **Length of employment:** Your employment will commence on [date] and end on [date]. This contract will serve as written notice of termination on [end date]. Notice of termination is in accordance with the *Employment Standards Act*. All conditions of employment as indicated in this letter are required prior to commencement of employment.
3. **Obligations:** During your employment, you will report to [supervisor] or such other supervisor as the University may direct. You will be expected to carry out the duties assigned to you in a competent and efficient fashion. If you have any problems or questions you will be expected to bring them either to your supervisor, or, if your supervisor is not available, to another supervisor.

Duties and responsibilities include but are not limited to the following: [list duties and responsibilities] and other duties as assigned.

Please note that that Fellowship positions are not creditable at the present time by the Royal College of Physicians and Surgeons of Canada towards establishing certification examination eligibility.

4. **Immigration Documentation:** This offer is contingent upon your ability to obtain immigration clearance to work in Canada by no later than [start date]. Your appointment with the University is conditional upon satisfactory immigration status maintained for the duration of your employment. Should you fail to comply with this requirement at any time during the contract period or compromise your legal right to remain in Canada in any way, your employment with Western University will terminate immediately and without notice.

5. Licensure Documentation:

This position is conditional on successful completion of the credentialing process with PGME and Medical Affairs. Additionally, your employment is conditional upon registration with the College of Physicians and Surgeons of Ontario.

The College of Physicians and Surgeons of Ontario requires that all international medical graduates complete a four to twelve week Pre-Entry Assessment Program (PEAP) prior to commencement of a clinical fellowship. A PEAP certificate of registration will be issued for this period of PEAP, and is only valid for 12 weeks. During this PEAP period, you will be assigned to a consultant and be assessed with respect to clinical and technical skills, knowledge base, and communication skills. You will be expected to perform at a level of a junior consultant and upon successful completion of this program an educational certificate of registration will be issued by the CPSO.

If you are unsuccessful, remedial training may be provided at the discretion of the Fellowship Program Director. Alternatively, the CPSO will not convert your PEAP certificate of registration to an educational certificate and there will be no course of appeal and this employment will terminate.

8. Orientation and Documentation: You will be required to attend a mandatory orientation session and complete several training requirements, through the Hospital and/or your Department. Please review your Hospital Appointment Letter and contact the Department Administrator for further information on these sessions and requirements.

9. Termination: Either you or the University may end the contract for any reason by giving appropriate written notice of termination as outlined in the *Employment Standards Act*. In the event cause for termination without notice exists, the University may terminate the contract immediately.

If you have any questions respecting any of these terms, please contact me immediately. If you are prepared to accept this offer of employment, please sign below in the space provided and a copy of this letter will be returned to you.

Sincerely,

Name
Title

I have read and understand the conditions of the offer of employment set out above and I accept the University's offer.

DATE

SIGNATURE

Encls: [Hospital Appt Letter/Letter of Appt from Post Grad]

NOTE:

- 1. For Clinical Fellows Notice and Termination requirements are covered by Employment Standards, Vacation and Hours of Work are *NOT* covered by Employment Standards**
- 2. Start Date of Appointment cannot be before date of Granted Licensure**
- 3. If the start date on the original letter of employment changes the individual must initial and date the change or the letter must be revised with the following statement "This letter supersedes your previous letter dated [XXX]"**

OPTIONAL:

- 1. Vacation Time and Paid Sick Leave:** Vacation time and paid sick leave is **not** covered by the *Employment Standards Act for Clinical Fellows*. If Departments would like to provide vacation time and/or paid sick leave they may, however vacation and/or paid sick leave entitlements shall be included in the letter. If you are offering vacation time, it is recommended that you include that following language in your employment letter **"Your vacation time is to be taken during your contract period. Any unused vacation time will not be paid out at the end of your contract."**
- 2. Location/Space:** It is recommended that you reference in the letter where the individual will be located.