



**UNIVERSITY OF CALGARY**  
CUMMING SCHOOL OF MEDICINE

# **Clinician Investigator Program**

## **Residency Program Handbook**

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## Welcome from the Director

Welcome to the Clinician Investigator Program at the University of Calgary!



**Dr. Jena Hall, CIP Program Director**

The CIP is a [Royal College accredited program](#) that provides trainees who are interested in pursuing a career as a clinician researcher with the opportunity to pursue graduate training (Master's, PhD, or Postdoctoral training) as part of residency training. Graduate degrees should be purposeful, related to your specialty or sub-specialty training, and support your long-term goals.

As a graduate of the CIP myself, I can't say enough about how this program, and the opportunities that stemmed from it, have positively shaped my career. I, alongside our administrative team, hope to create the same experience and support for trainees within the Calgary CIP.

The Future Trainees link at the top of the page explains the program, and how you can apply. You'll also find links to frequently asked questions, contact information, and other resources. On behalf of the CIP team, welcome. I look forward to working with you.

Dr. Jena Hall MD MEd FRCSC FPMRS  
Program Director, Clinician Investigator Program

# What is the Clinician Investigator Program?

## ***Overview***

The University of Calgary Clinician Investigator Program (CIP) is a postgraduate medical education training program accredited by the Royal College of Surgeons and Physicians of Canada (RCSPC), with the goal of promoting career development for clinician investigators in Canada. The program provides residents in any medical specialty or subspecialty with a strong foundation for a successful career in clinical and translational research.

CIP trainees can undertake research not only from the traditional areas of laboratory and clinical biomedical research, but also fields offered through the Faculty of Medicine, such as health care economics, and social, behavioural and information sciences as they apply to health and disease.

The CIP provides structured and closely mentored research training, customized to integrate individual specialty/subspecialty training components. Through a combination of research, coursework and clinical experiences, the CIP promotes the development of knowledge in research methodology and skills in the individual's field of interest, while fostering proper attitudes toward research.

The Clinician Investigator Program is available to residents at the University of Calgary enrolled in specialty or subspecialty residency program accredited by the RCSPC who have demonstrated an interest in and a potential for a career as clinician investigators.

## ***Mission Statement***

To promote the career development of clinical trainees by teaching scientific thought and research methodology in a field related to their specialty training so as to produce highly competent clinician investigators of the future.

## ***Graduate Competencies***

CIP trainees graduate from the program:

- with in-depth understanding of the principles of health research including specific research methodologies
- highly competent in clinical and laboratory techniques appropriate to their research
- aware of ethical issues related to research as performed on humans or animals and
- able to promote clinically relevant research by developing translational aspects in their chosen area

At the completion of the research training, the resident will have acquired the following competencies and will function effectively as a:

1. **Medical Research Expert**, integrating all of the CanMEDS roles to function as a clinician and to conduct ethical research.
2. **Research Communicator**, developing rapport, trust and ethical relationships with research subjects, peers and other professionals, and able to present their work to a variety of audiences, have an understanding of knowledge translation relative to their research.

3. **Research Collaborator**, working effectively and appropriately in interprofessional research teams as well as preventing, negotiating and resolving interprofessional conflicts.
4. **Research Leader**, managing career development, project resources, experimental data recording and result interpretation, and serve in administration and leadership roles, as appropriate to their research career.
5. **Health Advocate**, participating in ethical research, with appreciation for the importance of research to the social, economic and biologic factors that impact health, participating in activities that demonstrate advocacy for subjects, patients, communities and populations, and promoting dissemination of research knowledge to patients, communities and populations as appropriate.
6. **Scholar**, establishing and maintaining knowledge, skills and attitudes appropriate to their research practices, with a thorough understanding and appreciation of the components of proper scientific inquiry.
7. **Professional**, demonstrating a commitment to the profession, society, subjects and patients through ethical and honest research practices, research activities including participation in profession-led regulation, peer-review activities.

## ***Your Career as a Clinician Investigator***

The need for clinician investigators has never been greater.

Scientific discoveries typically begin in basic research at “the bench” but must progress to the clinical level in order for it to be translated into practical applications that benefit human health outcomes at “the bedside”. This bench- to-bedside approach to translational research is a two-way street, providing clinicians with new tools in patient care, and bringing clinical observations back into the lab to direct basic investigations.

However, there has been a steady decline in clinical trainees pursuing research due to high competition for funding, and barriers between basic and clinical research are limiting professional interest at a time when it is needed most. With this need in mind, the University of Calgary Clinician Investigator Program was established in June 2009.

Life as a clinician investigator is far more interesting than life as a clinician or scientist alone. While medicine is exciting when you first start out as a PGY1-2, you quickly realize that much of your job is routine. How many times have you thought about why things are done a certain way and received no answer aside from “it has always been done this way”? There are so many things clinicians could do better. These are the questions that will lead you to research, to understand basic mechanisms of a condition or a treatment, determining which the better treatment is, or finding a better way to teach students and patients about a condition.

As a clinician investigator, you have the combined strengths of an MD and MSc/PhD behind you as you pursue clinically driven research questions. You will have the knowledge and skills needed to translate research from bench-to-bedside and back again. As a trained and certified clinician researcher, you will also be highly competitive in funding competitions and well equipped to answer your research questions.

## Why Choose University of Calgary CIP?

The Clinician Investigator Program offers several advantages to aspiring clinician investigators.

The CIP gives you:

- a formal means to complete your residency speciality or subspecialty in an accredited RCSPC program whilst concurrently pursuing an MSc, PhD or postdoc
- dedicated research time during residency
- practical and informative seminars and courses about clinician researchers
- research and clinical qualifications and RCSPC certification
- a competitive edge in grant funding competitions

At the University of Calgary, you also get:

- access to a network of established research and clinical mentors
- access to well-organized, internationally renowned Research Institutes with a highly translational focus



ARNIE CHARBONNEAU  
CANCER INSTITUTE



... The O'Brien and Libin Institutes are designated World Health Organization International Collaborating Centres

## Applying to the Clinician Investigator Program

**CIP Application Deadline: see CIP website for latest deadline**

### *Pathways of Entry*

#### ***CIP Research and Coursework***

CIP residents are required to participate in and attend the CIP Seminar Series. These seminars and workshops are a resident directed part of the training program. Please refer to the CIP website <https://cumming.ucalgary.ca/cip/seminars> for a current list of seminar dates and offerings.

CIP residents (unless in Community Health Science) must also complete the Biostatistics course (4 classes) offered through Postgraduate Medical Education and the research ethics day program (aka Research Integrity Day) offered through Graduate Science Education.

Other courses may be required depending upon your graduate program.

#### ***Eligibility***

To be considered for the Clinician Investigator Program:

- Your medical residency must be in an RCPSC accredited specialty or sub-specialty program and registered with the University of Calgary's PGME.
  - \*Family Medicine residents are not eligible.
- You must be a current or recent Royal College resident (prior to beginning any paid employment).
- All candidates must be eligible to be Royal College certified (FRCPC or FRCSC) in their primary specialty in order to be eligible to receive the Attestation of Completion of the CIP.
  - \*The Subspecialist Examination Affiliate (SEAP) and the Diplomate programs are not considered *Certification* by the Royal College, and therefore are not eligible for CIP.
- You must be eligible to co-apply to a thesis based University of Calgary Faculty of Graduate Studies program OR are currently enrolled in a MSc, PhD or Postdoctoral program.
- Your research must be primarily conducted in Calgary, and you must dedicate 80% of your time to this research.
- Your Supervisor must be on faculty at the UofC.

Note: Eligibility may vary depending upon your unique situation, these are the basic eligibility requirements.

Interested residents should first discuss with their clinical residency program director whether the CIP will suit their needs. The resident should then make an appointment first with the CIP Admin. A followup meeting with the CIP Director and your proposed supervisor is required prior to submitting your application.

## ***Guidelines for Selecting a Supervisor***

CIP research supervisors must have established research funding to allow successful completion of the degree, have established research productivity (manuscripts, abstracts, presentations), reputation in the field and experience supervising graduate students. It is highly recommended that your primary supervisor is a full-time scientist/clinician scientist.

Similarly, the thesis advisory committee must have expertise in the research area, and include one individual who represents the specialty or subspecialty in which the resident is registered who can facilitate the integration of clinical and research experience.

The research supervisor and thesis advisory committee are responsible for:

- overseeing the resident's research program
- providing mentoring
- evaluating research competencies
- conducting interim evaluations through ITERs

Graduate Science Education provides a partial list of some supervisors on their website at:

<https://cumming.ucalgary.ca/gse/prospective/potential-supervisors>

The research supervisor and thesis advisory committee are subject to final approval by the CIP Residency Program Committee (RPC). You can have co-supervisors, although not more than two. If one of the supervisors is junior and does not have a great deal of experience supervising graduate students, it is to your advantage to have a second more senior supervisor.

It is highly suggested that you also read the mentorship papers noted in the **Suggested Reading** section of this Handbook.

## ***Selecting a Thesis Advisory Committee***

Your thesis advisory committee (aka research advisory committee) is made up of 3-4 members (four if you have a co-supervisor). One member **MUST** be a PhD scientist (meaning >50% research FTE) within your specialty field and no more than 2 clinicians/ clinician-scientists. This committee is responsible for guiding your training period in collaboration with your supervisor, evaluating your progress and examining you at your thesis defence.

## ***Funding of Resident Salaries***

Although most CIP positions are funded for 2 years by the ministry through PGME (at the PGY level at which the resident enters the program) all residents must additionally apply for external funding.

All trainees are required to apply for **AND accept** all offered external scholarships and studentships. Please provide official documents/emails from funding organizations to [cip@ucalgary.ca](mailto:cip@ucalgary.ca) as soon as they are received. Generally, salary stipends would be put toward the PGME salary, so that the resident takes home the same salary as their PGY level colleagues and remains an employee of Alberta Health Services. This includes the benefits provided by the PARA contract. It also has tax implications as the resident would see a salary and not an award (which may or may not be tax free).



Funding is not related to Royal College CIP requirements. Therefore, a resident can opt out of a PGME salary. However, this is NOT recommended because of the following significant disadvantages: As noted above, residents would no longer be eligible for benefits provided by the PARA contract. Specifically, residents will have to assure the CIP Director that the external funding source will not be cut-off in the event of medical leave (i.e. there is short term disability or parental leave incorporated into the funding).

## ***Major Funding Agencies***

External funding is available through a variety of different agencies and organizations. This section lists the major ones.

- [ResearchNet](#) Includes the Canadian Institutes of Health Research (CIHR)
- [AIHS](#) All Funding Opportunities
- [Hotchkiss Brain Institute](#) Graduate Student Funding
- [Medical Council of Canada](#) (Research in Clinical Assessment Grant)
- [NSERC](#) (Postgraduate funding)
- [The Canadian Patient Safety Institute](#) (Current research competitions)
- [Cumming School of Medicine / AHS Clinical Research Fund](#). Major and seed grants

See the CIP website (under the Funding tab) for web links to these funding sources as well as links to:

- Canadian Institutes of Health Research (CIHR) application
- Disease specific organizations
- Clinical Funding opportunities
- Other Funding Databases

## ***CIP Application Documents***

All applicants must complete the following documents, and submit them to the CIP office by the application deadline. Please note that the forms mentioned here are all available for download at:

<http://cumming.ucalgary.ca/cip/future-trainees> Make sure to download the **CIP Application Checklist** to help you complete your application. Contact the CIP Administrator with any questions.

### **Main Application**

- CIP Application Form, download the fillable PDF file.
- External Funding. Note on the CIP application form any projected funding source, name of award, funding amount and duration of all funding. Attach copies of all submitted funding applications to your CIP application. **Reference Assessment of Candidate (3)**
- *Must be in CIP format.* Download the fillable PDF file and provide it to your referee. The reference assessments must be submitted by the deadline posted on the CIP webpage.
  1. proposed research supervisor (this must outline training goals, and funding sources)
  2. specialty/subspecialty program director and/or divisional (this must generally discuss the integration of the clinical component into the research, clinical requirements, timing, and potential sources of salary support in case of insufficient funding awarded and how your time will be protected)
  3. previous research advisors or other supervisors

### Common CVs

- Common CV for trainee, use CIHR format, Trainee
- Common CV of supervisor(s), use CIHR format, either Academic or Project Biosketch

### Academic Standing

- University transcripts (copies or downloaded copies of transcripts are acceptable)
- Foreign students: Official TOEFL, IELTS, GMAT, or GRE scores, if applicable
- Letter of acceptance **or** application to a University of Calgary Faculty of Graduate Studies program (most often Graduate Science Education)

### Funding Support Letter

- Letter from your home program Department/Division head stating that they will commit to funding you at your PGY level, if you need more than 2 years of funding (e.g. if you are in a PhD program, continue on to a PhD program or take longer in the program).
- This letter is required for PhD candidates.

Please note that the trainee must inform the graduate program that they are concurrently applying to the CIP as this will change funding expectations. Candidates will only receive final acceptance into the CIP once their entry in the graduate program is accepted and confirmed

## ***Timeline of the CIP Application***

To maximize your success, the following steps should be completed within the suggested time frame outlined:

### **1 Year before application deadline**

- Discuss your interest in the CIP with, and seek approval from, your residency program director.
- Identify your area of interest by talking to your graduate program coordinator, department head, or departmental research leaders.
- Meet with the CIP Program Administrator to review the application process.

### **3-6 months before application deadline**

- Identify and secure your preferred supervisor, research environment and thesis advisory committee members (subject to final approval by your residency program director).
- Apply to a University of Calgary Faculty of Graduate Studies program (often Graduate Science Education) <http://cumming.ucalgary.ca/gse/prospective/admissions-application>
- Meet with the CIP Program Administrator to review the application process (if you haven't already done so).
- **Required** - Arrange for both you and your supervisor to meet with CIP Director to review application details.
- Complete CIP application documents (please download the documents and the CIP Application Checklist from <http://cumming.ucalgary.ca/cip/future-trainees>

### **After all applications are received**

- An admission subcommittee of the CIP ranks all acceptable applications, discusses them at the RTC meeting and submits the ranking to the Postgraduate Medical Education Office. PGME then determines what funding is available and determines the final quotas of residents accepted into the program. Remember to keep CIP informed about any external funding awards.

CIP Application Deadline is posted on our webpage <https://cumming.ucalgary.ca/cip/future-trainees/apply-cip> .

## **CIP for Supervisors**

### ***What a CIP Supervisor Needs to Know***

While a CIP Trainee is similar to a regular graduate student, there are some additions of which you need to be aware. As a Royal College certified program, the CIP requires the following specific evaluations and processes to be adhered to:

- 1. The CIP requires a specific make-up for the Thesis Advisory Committee membership.**
  - a. The advisory committee should include at least one committee member with the same specialty or sub-specialty background as the resident. In addition, the project must have a clear link to the clinical training program the resident is pursuing.
- 2. Trainees are required to commit 80% of their time to research.**
  - a. Please be aware that although the resident may have some responsibilities to their clinical training program while being a graduate student in the lab; this cannot exceed 20% of the working week. Trainees may be asked to do some call, but again this should not interfere with their research commitments, and it must be related to their primary specialty.
  - b. The CIP has a seminar series on Tuesday afternoons 1500-1700, and the occasional visiting professor with whom the trainee may have lunch or dinner. Both of these have mandatory attendance. Trainees may also have to attend visiting professor rounds, divisional/departmental rounds and training seminars.
- 3. Yearly IEP (Individual Education Plan) meetings with the CIP Director, Supervisor and Clinical Program Director are required.**
  - a. It is recognized that each trainee's circumstances are unique, and so each trainee will require an IEP. This IEP will provide specific guidance to the trainee on how clinical work can complement the trainee's educational goals. See the CIP website for the full IEP policy (in Future-trainees Application area).
- 4. ITERs are required every six months until thesis defence.**
  - a. The Royal College requires bi-annual evaluations for Trainees enrolled in a RCPSC program. Using the In-Training Evaluation Report (ITER), Trainees are evaluated by their research supervisor and thesis advisory committee according to the CanMEDS Physician Competency Framework. See <http://www.royalcollege.ca/portal/page/portal/rc/canmeds>

- b. ***If the Trainee does not complete their CIP requirements and returns to their specialty clinical training, ITERs will still be required until successful completion of requirements (i.e. defence of the thesis).*** Therefore, the supervisor(s) must meet with, and evaluate, the Trainee every 6 months - beginning 6 months after the Trainee first enters CIP and continuing until the final evaluation report (the FITER, usually completed at thesis defence).
- c. The Trainee should be provided with a copy of the ITER, and if there are concerns, they should be discussed in person. The Trainee will be asked to forward the minutes and the progress report of their thesis advisory meeting to CIP. The best strategy is to complete the ITER at the time of a thesis advisory committee meeting with input from the committee.

**5. The FITER is completed by the supervisor(s) after the Trainee successfully defends their thesis.**

- a. At the completion of research training, and upon fulfilling all the requirements of the CIP (which includes defending the thesis) the supervisor fills in a Final in Training Evaluation Report (FITER). The format is the same as the ITER, and often completed at the time of the defence.
- b. See section “Completing the Clinician Investigator Program” for the list of CIP requirements.

If you have any questions or concerns about the supervisory requirements, please contact the CIP Director, Dr. Maitreyi Raman at [mkothand@ucalgary.ca](mailto:mkothand@ucalgary.ca) or (403) 592-5020

## ***Research and Coursework***

Research must achieve individual, specific educational objectives that comply with the following general objectives:

- resident will have acquired the knowledge, skills, and attitudes fundamental to embarking on a career in health research
- resident will have the opportunity to integrate objective-based clinical activity related to the research. However, most of the time (at least 80%) must be devoted to research.

Skills will include biostatistics, research methodology, teaching, communication skills, knowledge translation, and research ethics touching on related to age, gender, culture, and ethnicity. Additional seminars and workshops from the CanMEDS framework will also be included.

**Biostatistics Course:** PGME offers a Biostatistics Course (4 classes, two hours each) for residents once or twice yearly. Note that Community Health Sciences (CHS) offers biostatistics as part of the core courses. However, if your trainee’s grad school course work does *not* include a biostatistics course, then they are required to take the PGME course during their CIP training. For more information choose the Resident Workshops tab at <https://cumming.ucalgary.ca/pgme/workshopsevents>

**Research Ethics Course:** The GSE workshop on Responsible Conduct in Research, also known as *Research Integrity Day* is a requirement for both GSE and for the CIP. Sessions are held between September and April of each academic term. See the GSE website under Current Students for more information <https://cumming.ucalgary.ca/gse/current-students>

In addition, your CIP trainee's research environment must be rich in academic activities (e.g. journal clubs, seminar series, retreats) and supportive of translation aspects of research.

## ***Clinical Duties***

Residents can spend up to 20% of their time devoted to clinical duties, provided these are objective-based and related to their research. Call time is not required by CIP, however the combined clinical time (including extenders or call) **must be no more than 48 hours per block** (including evenings and weekends) **to a maximum of 450 hours per year**, and must be related to their primary specialty. During the trainee's IEP (Individual Education Plan) meeting, the individual curriculum including course program and clinical schedule will be set in collaboration with the clinical program director, the research supervisor and CIP Director prior to commencing training. See the CIP website to download the IEP policy (under the Future-trainees Application area).

## ***Travel***

### ***Attending Meetings***

Junior trainees (within first year of CIP) are encouraged to attend the CITAC-CSCI Annual Meeting (Clinician Investigator Trainee Association of Canada), held in November each year. Up to \$2000 in expenses may be covered by PGME. <https://www.citac-accfc.org>

A limited amount of PGME funding is available to support resident travel to present research conducted at the University of Calgary provided the resident is first author on the abstract and is presenting new, original research. PGME coverage for attending conferences is limited to \$2,000 per resident per conference. See the PGME website for expense reimbursement requirements.

Trainees may also apply to the CIP for funding to an additional meeting, provided they are first author on the abstract and are presenting new, original research. Prior approval is required for conference funding through the CIP. To apply, first complete and submit the appropriate PGME travel grant application. Trainees are also encouraged to attend major meetings in their field of research, as approved by their supervisors. Funding may be available through their research grants or elsewhere.

PGME Research and Leadership Travel Grant Applications: <https://cumming.ucalgary.ca/pgme/current-trainees>

### ***Expense Reimbursement***

All expenditures must be approved and deemed eligible by PGME prior to incurring the expense. The eligible expenses and maximums allowed, procedures for expense payments, and required forms can be found on the PGME website: <https://cumming.ucalgary.ca/pgme/current-trainees/expense-reimbursement>

### ***Travel to Laboratories***

Travel to collaborating laboratories is permitted and encouraged, however funding and administration of this travel is the responsibility of your supervisor.

## ***Visiting Professors/Speakers***

Because this is such an important aspect of career development of a clinician scientist, all residents will be required to invite one speaker during their CIP training. The resident will submit a tentative budget, plan a lunch or dinner with the other residents and faculty as well as create the itinerary for their visitor while at the University of Calgary. The CIP office will help by notifying the other trainees and can provide templates for itineraries, suggest restaurants/caterers.

The CIP can provide up to a maximum of \$2,000 reimbursement for speakers. In some cases, this will be shared with the Department if the speaker gives a Grand Rounds or Research Institute seminar and in these cases the costs for the guest could be shared between the CIP and the department. It is also an excellent way of funding external examiners for the PhD defence. The requirements from the CIP perspective are the following: the visiting professor must be a clinician-scientist or have a major role in the training of clinician scientists and must have a formal or informal (lunch or dinner) meeting planned with the other CIP residents.

## ***Evaluation***

Evaluation is carried out by the research supervisor who will submit a semi-annual In-Training Evaluation-Report (ITER) to the CIP Director. These evaluations will detail the resident's success in developing attitudes, critically appraising literature, analysis and presentation of information, technical skills, writing skills, and ability to develop hypotheses. These are based on RCPS CanMEDS core competencies. They will be filled out in collaboration with the thesis advisory committee at the time of a meeting, meaning that these must occur at least every 6 months. The assessment will be based on the research project presentations, in writing and orally, in addition to marks in coursework, awards won, presentations given, and papers published. These should be documented in the minutes. As for all graduate programs, the committee will discuss the findings and provide guidance to the CIP trainee to further enhance the project. Following the meeting the supervisor will forward a progress report (same as the one required by Grad Studies) and the ITER to the CIP office.

The resident will forward the minutes of the meeting to the CIP office.

Furthermore it is expected, that trainees take opportunities to attend scientific meetings within and outside the University to present their research and/or learn more about research related subjects.

Feedback by the supervisors and thesis advisory committee to the trainees will be timely, regular, and helpful.

The final evaluation will be carried out by the research supervisor, thesis advisory committee and the CIP Director. This occurs in the form of a Final In-training Evaluation Report (FITER). In addition, successful CIP completion will be based on achieving the following outcomes:

- successful completion of all Graduate Studies and CIP course requirements
- successful defence of the research thesis
- RCPSC certification in the chosen specialty/subspecialty program
- Interim and final evaluation reports which include evaluation of presentations, manuscripts and publications
- success in competition for research awards
- verification by the resident's research committee that the objectives of research training component have been met

Once the CIP Director deems the resident has completed the program requirements, an “Attestation of Completion of the Research Component of the Clinician Investigator Program” form will be filed with the RCSPC. The resident will receive a certificate from the College once they have completed all of the requirements of their home program.

## ***Documents for Supervisors***

See the CIP website <https://cumming.ucalgary.ca/cip/current-trainees> , Downloads for links to these forms and documents.

- In-Training Evaluation Report (ITER)
- Sample Thesis Committee Meeting Minutes
- CIP Supervisor Program Evaluation Form
- Trainee Portfolio
- IEP (Individual Education Plan) Policy
- Final In-Training Evaluation Report (FITER)

## **Requirements for Completing the CIP**

To complete the Clinician Investigator Program, Trainees must satisfy the following requirements:

### **1) ITER (every six months)**

- a) The Royal College requires that all Trainees enrolled in a RCPSC program be regularly evaluated by CanMEDS Physician Competency Framework. The format used for this evaluation is the In-Training Evaluation Report (ITER). Therefore, the supervisor(s) must meet with, and evaluate, the Trainee every 6 months - beginning 6 months after the Trainee first enters CIP and continuing until the final evaluation report (FITER).
- b) ***If the Trainee does not complete their CIP requirements and returns to their specialty clinical training, yearly ITERs will still be required until successful completion of requirements (i.e. defence of the thesis).***

### **2) Seminar Participation and Visiting Speaker Attendance**

- a) Trainees are required to participate in the weekly Seminars, as well as attending meetings or presentations by a CIP Visiting Speaker. Absences must be approved by the CIP Director.

### **3) Completion of Research Component**

- a) A Minimum of two years (24 months) of continuous research training is required. Trainees are required to commit a minimum 80% of their time to their research.
- b) An evaluation of completion by the graduate school with awarding of degree will constitute satisfactory completion of the research component of the program.

### **4) Fulfill graduate program requirements**

- a) Relevant coursework and any other requirements as specified by the relevant graduate program

### **5) Thesis Defence**

- a) Successful completion of a graduate degree is a mandatory RCPSC requirement for the CIP, as is successful completion of the research component. The Trainee will be registered for an advanced degree with a University of Calgary Faculty of Graduate Studies program and must meet all of the degree requirements - including a successful thesis defence.

### **6) FITER**

- a) The Final In-Training Evaluation Report (FITER) is completed by the supervisor(s) after the Trainee successfully defends their thesis. The format is the same as the ITER.



## 7) Feedback to RCPSC

- a) In addition to the evaluations filled out about the resident, the RCPSC requires that trainees provide feedback and evaluations about their research training experience. This feedback is completed during the final Seminar of the academic year.

## 8) Attestation of Completion

- a) All Trainees must be Royal College certified in their primary specialty in order to be eligible for the Attestation of Completion of CIP. Verification of completion for your specialty rests with the Faculty of Medicine. The CIP Director will submit the Attestation to the RC (generally after the thesis defence), which will be held on file until the Trainee is certified in their RCPSC specialty.

## 9) RCPSC Certificate of Completion of CIP

- a) When all the requirements above have been completed, and after evaluation by a committee from the Royal College, the Trainee will receive a CIP Certificate from the RCPSC. Note: the Royal College evaluation committee meets only twice per year to evaluate the Attestations.

Upon completion of the CIP, residents receive official recognition from the Royal College of Physicians and Surgeons of Canada.

# Resident Support

## Wellness

The CIP Office recognizes that residents have the right to a safe environment during their residency training. The responsibility for promoting a culture and environment of safety for residents rests with the Cumming School of Medicine, Alberta Health Services (AHS), clinical departments, and residents themselves. The concept of resident safety includes physical, emotional, and professional security.

- **CIP Ombuds** - Dr. Deidre Jenkins Email: [djenkin@ucalgary.ca](mailto:djenkin@ucalgary.ca)
- **PARA** - 403-236-4841 web: <https://para-ab.ca/> email: [para@para-ab.ca](mailto:para@para-ab.ca)
- **Office of Resident Affairs and Physician Wellness, PGME** - email [residentwellness@ucalgary.ca](mailto:residentwellness@ucalgary.ca) or call 403-210-6525, appointments can usually be accommodated within a week.
- **PGME Learning and Education Resource Specialist** - Contact the PGME Office to discuss questions and concerns in a confidential, objective environment. Support and appropriate referral will be individualized. Email [residentwellness@ucalgary.ca](mailto:residentwellness@ucalgary.ca) to book an appointment (can usually be accommodated within one week).
- As residents, you and your immediate family have full access to the **Alberta Medical Association's Physician and Family Support Program (PFSP)**. This program provides confidential, physician to physician support, 24/7/365. Call 1-877-767-4637.
- **AHS Employee Assistance Program** via Workhealthlife (24/7/365): 1-866-833-7690
- **Equity and Professionalism Office (EPO)** supports the Cumming School of Medicine in promoting a culture of respect and professionalism <http://cumming.ucalgary.ca/equity/contact>
- **Canadian Medical Protective Association (CMPA)**: 1-800-267-6522  
<https://www.cmpaacpm.ca/en/home>

## Remediation

If weaknesses are identified the research supervisor will call for a meeting with the resident and the thesis advisory committee to discuss the concern. All attempts will be made to determine the causes of failure and provide remedial solutions with milestones and deadlines.



Within 3 months of the concern being raised, the research supervisor will call for a second meeting with the thesis advisory committee to perform an interim assessment.

If the trainee is on probation, the PGME pathway for remediation is used (Resident Assessment Policy) <https://cumming.ucalgary.ca/pgme/current-trainees/residency-training-policies>

If the resident still fails to meet the expectations, the issue will be referred to the CIP Director and CIP Residency Program Committee for further advice.

If all attempts prove to be insufficient, the resident will be asked to withdraw from the program in accordance with the rules and regulations for dealing with residents in academic difficulties.

## ***Appeals***

Appeals will be first addressed via a subcommittee of the CIP committee. If no solution can be agreed upon the resident may take their grievance to the following appeals committees:

**The Medical Student and Resident Appeals** (see Appeals link) <https://cumming.ucalgary.ca/pgme/current-trainees/residency-training-policies>

The Committee is responsible for reviewing appeals relevant to academic performance for medical students and for residents, and decisions made by the Admissions Committee of the Faculty of Medicine.

Appeals dealing with harassment, intimidation or abuse should be brought forward by the resident or any other individual who observed or learned about a concern. One of the following may be called upon if needed:

- Program Ombudsman (see Wellness section for contact info)
- CIP Research Supervisor
- CIP Program Director
- Specialty/subspecialty Program Director
- Associate Dean, Equity and Teacher-Learner Relations

The chosen confidant will discuss the matter with the trainee and set an appropriate course of action. Concerns which cannot be resolved will be directed to either the Associate Dean of PGME or Associate Dean Graduate Studies, depending on the individuals identified.

## **The Clinician Investigator Program Community**

### ***CIP Administration***

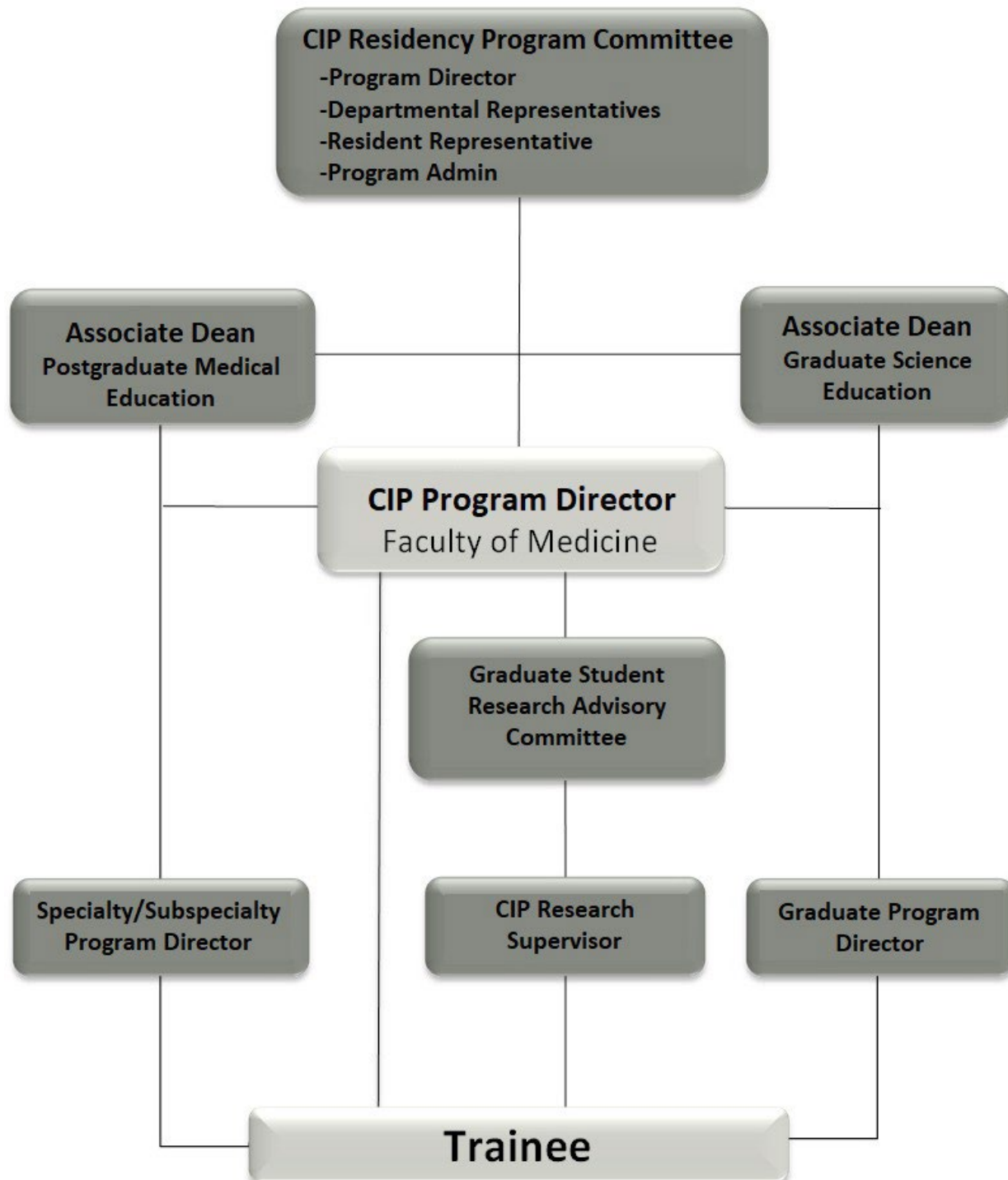
The CIP program is steered and supervised by a **CIP Residency Program Committee (RPC)**. This committee is comprised of clinical and basic scientists in the Faculty of Medicine, one from each department, who have experience in research and training of graduate students and residents. The committee also includes the representation of a CIP resident, elected by his peers, and the Dean of Graduate Studies as well as a representative from PGME. The committee maintains the standards and coordinates the departmental components of the program. Furthermore, it assists and advises the CIP Director on the structure and the administration of the program.

After commencing training, the CIP Director will meet annually with the trainee to discuss their individual performance as well as the program itself. At the beginning of each academic year an IEP meeting will be scheduled with the trainee, CIP Director, supervisor and clinical program director. In between these two annual meetings, the CIP Director monitors the progress by reviewing the reports and meeting with the trainee on an *ad hoc* basis if needed.

On a day-to-day basis, research mentoring will be provided by the resident's research supervisor. Therefore it is important that residents select their research supervisors by their expertise, successful research environment, and their record of productivity - as well as by their mentorship skills (further information can be found in the section 'Guidelines for Selecting a Supervisor'). Before commencing CIP training, and in collaboration with the resident, the research supervisor develops a research plan and course work (an individualized curriculum).

For additional mentorship and support, each trainee has a dedicated thesis advisory committee with expertise in the field of research. The thesis advisory committee must include at least one member who represents the resident's clinical specialty/subspecialty. In addition to the research project counselling, the advisory committee informs the trainee about research options and provides advice in career planning.

## Organizational Structure



## CIP People and Contact Info

### ***CIP Director***

Dr. Maitreyi Raman (403) 592-  
5020 [mkothand@ucalgary.ca](mailto:mkothand@ucalgary.ca)

### **CIP Program Administrator**

Stacey Anderson-Redick  
(available Tues, Wed and every second Thurs)  
(403) 220-7318 [cip@ucalgary.ca](mailto:cip@ucalgary.ca)

### **Office**

Clinician Investigator Program  
Cumming School of Medicine  
HRIC 1AC62  
3280 Hospital Drive NW Calgary, Alberta T2N 4N1

### **Trainees**

For a list of our current and past CIP trainees, see our website:  
<https://cumming.ucalgary.ca/cip/future-trainees>

### **CIP Ombuds**

The Ombuds is assigned to objectively and confidentially field questions especially relating to academic or professional concerns. Assigned individuals are physicians who are at arm's length from the program with which they work, and interactions with them have no evaluative or academic influence.

**CIP Residency Program Committee** – See our website for a list of current committee members  
<https://cumming.ucalgary.ca/cip/contacts>

## Additional Resources

### Relevant Links

Documents below are available at <https://cumming.ucalgary.ca/cip/future-trainees>

- RCPSC Special Training Requirements for the CIP
- CIP Individual Education Plan (IEP) Policy
- Postgraduate Medical Education Office (PGME) <https://cumming.ucalgary.ca/pgme/>
- Graduate Science Education Office (GSE) <https://cumming.ucalgary.ca/gse/>
- Royal College of Physicians and Surgeons – CIP Content <http://www.royalcollege.ca>
- PGME Resident Well-Being links <https://cumming.ucalgary.ca/pgme/resident-wellbeing>

### Suggested Reading

- **CIP Individual Education Plan (IEP)** <https://cumming.ucalgary.ca/cip/>
- **“Mentorship Malpractice”**

Chopra, V., Edelson, D. P., & Saint, S. (2016). Mentorship malpractice. *Jama*, 315(14), 1453-1454. doi:10.1001/jama.2015.18884

- **“It begins with the right supervisor: Importance of mentorship and clinician-investigator trainee satisfaction levels in Canada.”**

Yoon, J. Y., Appleton, T., Cecchini, M. J., Correa, R. J., Ram, V. D., Wang, X., ... & Wilcox, J. T. (2013). It begins with the right supervisor: importance of mentorship and clinician investigator trainee satisfaction levels in Canada. *Clinical & Investigative Medicine*, 36(6), 269-276. doi.org/10.25011/cim.v36i6.20623