UNIVERSITY OF TORONTO
MD/PHD PROGRAM
STUDENT HANDBOOK

Compiled and edited by the Student Affairs Liaison Team MD/PhD representatives and other Class Council members

January 2013
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1. INTRODUCTION

In our pursuit of careers as clinician-scientists, we MD/PhD students embark upon a lengthy and demanding training process. While this course of study can be intellectually stimulating and personally fulfilling, a variety of challenges may be encountered; these may be academic, administrative, financial, or personal in nature. Some of these challenges may be avoided or lessened by having the right information at the right time. Others may arise unexpectedly, and necessitate access to support services.

Over the past few years, the U of T MD/PhD student community has begun to compile important information regarding transitions and milestones in the program. Some of these documents have been posted on the program website, and have been very helpful for students traversing these critical checkpoints.

The following is an effort to further develop this initiative, with the ultimate goal of generating a comprehensive MD/PhD Student Handbook. Existing documents have been updated and expanded. Moreover, new sections – detailing financial issues and support services – have been created.

To effectively address MD/PhD student needs, this project will require continual input from students in the program. As you peruse the content, consider:

- Has any important information been omitted?
- Is there a key topic that deserves its own section?
- Are you aware of any useful services, organizations, or websites that could be added to the Support Services listing?

Please email the MD/PhD SALT Reps with your feedback, or if you are interested in working on the Handbook. Your suggestions will be greatly appreciated by current and future students.

Of course, it is impossible to capture all relevant information and considerations in a brief guide such as this one, and each MD/PhD educational path will be unique. Consulting with the MD/PhD administration and upper-year MD/PhD colleagues at every stage – particularly when approaching transitions – is highly recommended, and will complement the collective wisdom contained in this Handbook.

Thank you for your past and future contributions to this project!
2. TRANSITION FROM MD TO PHD

This section outlines the timeline for, and key tasks related to, transition from MD to PhD for students in our program. Additional advice derived from surveying the opinions of upper-year MD/PhD students is also included.

NB: Please note the dates listed are as of 2012 and should be used as a preliminary guide only. For actual deadlines, please consult the program/departmental website.

Year 1 of MD/PhD program – Fall

- Arrange meeting with Dr. Rosenblum to discuss research interests and potential supervisors
- Attend “Transition to PhD” seminar organized by MD/PhD Program
- Start to meet with supervisors of interest
- Spend some time in each of the research groups you are considering to understand dynamics, e.g., do people seem to get along? In particular, spend time talking to current graduate students/post-docs to get the real story... do they seem happy?
- Talk with upper-year MD/PhD students about your top picks for supervisors (they will have important and valuable input)
- Meet with Bill Gregg (bill.gregg@utoronto.ca, 416-946-0739) or Renuka Kapur (r.kapur@utoronto.ca, 416-978-5216) at Student Financial Services to discuss financial planning and OSAP application (most students qualify for some kind of assistance)

<table>
<thead>
<tr>
<th>In interviews with potential supervisors, these questions might be helpful:</th>
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<tbody>
<tr>
<td>1) What are the available projects? (ensure these align with your interests)</td>
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<tr>
<td>2) Do you have an outline for the first paper you expect to be published from your potential project?</td>
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<tr>
<td>3) What is your supervision style? (ask graduate students as well, and former students if possible; is this a good fit for your personality/level of experience?)</td>
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<tr>
<td>4) What support resources exist? (e.g., assistance with troubleshooting)</td>
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<tr>
<td>5) How many/which conferences do your graduate students attend every year?</td>
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<tr>
<td>6) What are previous graduate students from your research group doing now?</td>
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<tr>
<td>7) Have you supervised an MD/PhD student before? (gauge support for career path and timeline)</td>
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<tr>
<td>8) How is the research currently funded?</td>
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</tbody>
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Year 1 – Winter

Decide on a supervisor and graduate department

- Investigate specific graduate departments that your supervisor is affiliated with, and talk to other MD/PhD students about those departments (consider in particular the number and intensity of course requirements)
• Consider requirements around Program Advisory Committee (PAC) meetings (e.g., frequency, number of members on committee)
• Visit specific graduate department and SGS websites for application deadlines
• Consider whether you want to do a 3-month summer research placement through CREMS (you do not need to choose from a suggested project and can submit an application with your choice of PhD supervisor). If so, submit an application by the deadline (March 23rd, 2012 – the 2013 deadline should be posted in January or February).

Submit graduate application on-line through School of Graduate Studies web site

• Deadlines vary by department. The following are the 2012 deadlines for the most common departments for September entry:
  o IMS – April 1 for online application, April 15 for documents
  o Molecular Genetics – November 15 (early deadline), January 15 (first round), May 1 (final deadline)
  o Medical Biophysics – Throughout the year, though it is recommended that students apply by February 1
  o Laboratory Medicine and Pathobiology – February 1 (early deadline), June 1 (final deadline)
  o Institute of Health Policy, Management and Evaluation – November 15
  o Institute of Biomaterials & Biomedical Engineering – February 10
• You must provide all information requested, including (more!) reference letters and there is a fee ($110 per department for the 2011-2012 application cycle)
• Many PIs are cross-appointed

Year 1 – Spring

Arrangements for Leaving MD Program

• Notify academy directors and MD Registrar to ensure that they are aware you will not be attending DOCH2 and ASCM2
• Interview with graduate coordinator(s) in specific department(s)
• Confirm acceptance of offer of admission to the graduate department
• Contact MD/PhD office with department/supervisor decision
• Meet with supervisor to discuss graduate course selection (start getting them out of the way early!), potential timeline, and expectations

Year 2 – Fall

• With supervisor, choose members of a Program Advisory Committee (PAC)
• Begin graduate courses – may be helpful to consult supervisor and other graduate students in the research group
• Respond to the re-subscription email sent by the listerv if you wish to remain on the social listserv for your MD class

Also don’t forget to:

• Contact OMA insurance to continue your life and disability insurance at the reduced rate (1.800.268.7215 x 2971, info@omainsurance.com). Make sure to inform them that you are starting the PhD portion of the MD/PhD Program so that it can be cleared by their insurers.
• Continue interest-free status on OSAP (or your province’s student loans). This is required every year, and necessitates a trip to the SGS office for the form, which can be handed in either at SGS (while in PhD phase; office is at 63 St. George St.) or the Undergraduate Medicine Admissions and Awards office (while in the MD phase).

Health Insurance:

• It is important to note that while in medical school health and dental coverage is offered under the Undergraduate Student’s Union where as in graduate school health and dental coverage is offered under the Graduate Student’s Union. Both plans offer slightly different coverage and therefore it is important to look over the appropriate policies.
  o During MD: UofT Student’s Union (http://utsu.ca/section/2)
  o During PhD: Graduate Student’s Union (http://www.utgsu.ca/insurance/)

Going forward

• Schedule and have first committee meeting (when appropriate – usually within first 6 months)
• Maintain close contact with supervisor and committee for guidance regarding project direction and troubleshooting
• If direct entry into the PhD program, SGS requires that you complete a qualifying exam in no more than 24 months following initial registration, which may be shorter depending on graduate department (e.g., IMS is 21 months)
• If enrolled in MSc. first, you must complete a transfer exam within 18 - 24 months

Additional advice from upper-year MD/PhD students

NB: Expectations, values, and experiences can vary greatly between individuals entering PhD programs. These are “points to ponder” rather than definitive recommendations.

On the supervisor/research group selection process:
• Starting with a well-defined project is advisable. When meeting with potential supervisors, be clear that this is important for you.
• Look at the publication record of the research group (especially graduate students)
• Find out if there are productive collaborations between research group members – bodes well for good dynamics
• Consider what you want out of a project, a PhD and ultimately, a career. Will joining this research group get you closer to these goals?

On the transition into graduate school:

• It can be difficult to transition from high-volume, pressured learning in medical school to self-directed, self-motivated learning in graduate school. Set a schedule for yourself to stay on track (e.g., start experiments at the same time every day)
• It may be difficult to leave your medical school class. Keep in touch with good friends, but remember that you will forge new relationships with people in your research group, department, and the MD/PhD program
• Consider how involved you want to remain in medical school activities – speak with other MD/PhDs about their experiences
• Make sure you are aware of the administrative details of your funding (so you get paid!). See next section for details.
• Talk to your supervisor and committee early about the goals of your project and your desired timeline, and keep the latter on the agenda at committee meetings
• If you are finding it challenging to get your project going, seek advice and guidance from your supervisor, committee members, and colleagues in your research group

On accessing support during graduate school:

• MD/PhD colleagues often become an important source of peer and/or scientific support during the PhD phase. Take advantage of this valuable resource during post-seminar dinners or feel free to email upper-year students with questions or concerns
• Dr. Norm Rosenblum (norman.rosenblum@sickkids.ca) and Sandy McGugan (sandra.mcgugan@utoronto.ca) are very helpful resources
• The Office of Health Professions Student Affairs (OHPSA) offers free-of-charge, confidential counseling services (personal, academic, or career-related; daytime or evening appointments). These services remain available to you throughout the graduate school phase (http://www.facmed.utoronto.ca/programs/md/osa.htm)
• See the “Health and Wellness” section of the resource list in this handbook for links to other services available during all phases of the program
3. FINANCIAL MATTERS

NB: Please note that this information is current as of September 2012, and is subject to change. Speak to Sandy McGugan (MSB 2364, sandra.mcgugan@utoronto.ca) if you have any questions about your specific funding situation.

Tuition

Tuition for MD/PhD students is based on a blending of fees for the MD program plus SGS fees. The amount is determined when you enter first year, and will stay the same (aside from incidental fees) until you graduate. ROSI is not set up for this combined registration, so each year you will be charged either the MD fee, the SGS fee, or in many cases both. When you see this, don’t be alarmed! The correct amount must be entered manually at the fees department and this does not occur until mid to late September.

To maintain your registration on ROSI, you must either pay the minimum amount showing on your ROSI invoice, or submit a request to defer your fees. If you want to pay your fees in full, estimate the amount on the basis of your previous year’s amount.

- During medical school, fees can be deferred until November if you are receiving OSAP (or other provincial student loans). Speak to Bill Gregg or your Finance/Student Aid class representatives if you have questions about this. If you have student loans from another province, you also need to complete the UTAPS application in order to qualify for any awards/bursaries. The deferral request must be entered by Bill Gregg.

- During graduate school, fees can usually be deferred until April. Check eligibility with your department and submit a Fee Deferral Request form if appropriate. As of 2012 you are required to complete this online through ROSI.

Financial support

All MD/PhD students receive financial support, starting mid-way through first year and continuing until graduation. This comes from a variety of sources, including an MD/PhD Program Grant from the Canadian Institutes of Health Research (CIHR), other graduate studentships from external agencies including CIHR, supervisory and graduate departmental funds, and from several MD/PhD Program Endowments. The current guaranteed level of support is $30,000 per year.

In addition, a research allowance of up to $1,000 per year (starting in January of first year) is available to each student for purchase of research tools such as computers or software, or travel to national or international scientific meetings. Any unspent research allowance amounts are carried forward for use in subsequent years. See: Research Allowance Policy.

The Faculty of Medicine Financial Aid department has recorded a series of useful webinars to address financial issues throughout medical school, including obtaining awards,
bursaries, and credit lines; money management; and loan repayment in residency. See:  
www.md.utoronto.ca/financialaid/Webinars_and_Online_Financial_Literacy.htm

Awards

Students are encouraged to apply for internal and external awards, which both provide funding and help build one’s curriculum vitae. Consult your supervisor, graduate students in your research group, MD/PhD colleagues, your department, and the SGS website for specific funding opportunities. These may include:

- CIHR Vanier Canada Graduate Scholarships ($50,000/year for up to 3 years)
- CIHR Canada Graduate Scholarships ($30,000/year for up to 3 years, +$5000/year research allowance)
- Scholarships from charitable/non-governmental organizations
- Departmental awards (e.g., IMS Open Award)
- Hospital/institution-specific bursaries, scholarships, travel awards, manuscript competitions
- Doctoral Completion Award in the final year of PhD (check eligibility)
- Medical Alumni Association travel grants for clinical/international health electives
- It is not recommended to apply to OGS or the CIHR MSc award

Financial planning

Bill Gregg, Associate Registrar at Student Financial Services (bill.gregg@utoronto.ca, 416-946-0739) should be consulted at different stages of the program to discuss financial issues, OSAP application, etc:

- At the beginning of first-year medical school
- When transitioning back to medical school (around April/May)

Some students find it helpful to speak to a financial advisor to discuss budgeting and longer-term financial plans. The Canadian Medical Association offers free annual consultations for students through its MD Management service.

Around the time of medical school graduation, Student Financial Services holds information sessions on loan repayment/deferral and debt management. These will be announced via the medical school class listserv (and may be integrated into the curriculum in the near future).

See the “Financial support” section of the resource list in this handbook for links to funding/loan opportunities, teaching assistant opportunities, and financial planning resources.
4. TRANSITION FROM PHD TO MD

This section outlines the timeline for, and key tasks related to, transition from PhD back to MD for students in our program.

A year prior to merging:

- Make sure that you talk with your thesis supervisor and supervisory committee about your plans to re-enter. It is best to have this conversation up-front with your supervisor and again at a committee meeting. This will ensure that everyone is comfortable with your plans and that they are aware of the unique deadlines that you face (see PhD completion memo on the MD/PhD program website for further information)
- Get placed on the social listserv of the class that you think you will be joining (this will require you finding out which student in your new class administers the social listserv. If you can't find this person easily, contact ohpsa.reception@utoronto.ca to help you to identify him/her)
- Establish contacts with your classmates-to-be (if you choose to)
- Talk to OHPSA about your re-entry plans (email Administrative Coordinator for the Associate Dean of Health Professions Student Affairs – email address can be found at www.facmed.utoronto.ca/programs/md/osa/contact.htm)
- Talk to the faculty’s Registrar, Judy Irvine (judy.irvine@utoronto.ca) about your plans to re-enter
- Tell Sandy McGugan about your re-entry plans (sandra.mcgugan@utoronto.ca)
- Consider completing DOCH2 in the year prior to re-entry (talk to DOCH2 Course Director if you plan to do this)

In April prior to merging:

- Attend “Transition to MD” seminar organized by MD/PhD program
- Ask the faculty registrar Judy Irvine (judy.irvine@utoronto.ca) to be placed on the 2nd year academic listserv: there may be some important emails circulated at the end of the school year (e.g., how to set up a self-initiated DOCH2 project)
- Contact the co-ordinator of the SCORE program (Dr. Katina Tzanetos, Katina.Tzanetos@uhn.ca) to set up ASCM-1 review sessions (you should anticipate starting these informal sessions in the spring of the calendar year that you plan to re-enter. They will progress for ~3-4 months over the summer and end before the formal second-year curriculum begins in August)
- Visit Bill Gregg in the Student Financial Services Office (MSB Rm. 2306; 416-946-0739; bill.gregg@utoronto.ca) to discuss financial status, OSAP application, etc (even if you do not qualify for OSAP assistance, application for OSAP/or UTAPs for out of province students is a prerequisite for consideration for internal financial aid from the Faculty of Medicine)
NB: Please ensure that you start the ASCM-1 review sessions in the spring - you can always drop out later if you decide to re-enter the following year.

In July prior to merging:

- If you have not already, start the SCORE-ASCM-1 review
- If you have not already, fill in the PhD Completion Report (available on the MD/PhD program website www.mdphd.utoronto.ca), have it signed by your supervisor and graduate coordinator, and submit it to the MD/PhD office
- In the Registrar's Office (MSB 2306, judy.irvine@utoronto.ca), meet Judy Irvine to:
  - Review your immunization record to determine if there are any outstanding requirements that need updating.
  - If you did not undergo a Police Check that included a vulnerable sector screening at the time of admission, you will need to complete a form with Judy to request this of Metro Police. *Note: this can take up to 10 weeks to process; and the results must be submitted to the of the Registrar by late September
  - Ask to be provided with access to MedSIS and the Portal as a 2nd year medical student
  - Get signed up to the 2nd year academic listserv (if you are not already)
  - Discuss your Academy placement with Judy
  - Get a locker in MSB
- Confirm with Sandy McGugan (sandra.mcgugan@utoronto.ca) that you are re-entering (even if you are unsure, remember that you can drop out if necessary at a later time)

In August prior to merging:

- Confirm that you have access to MedSIS and Portal (if you do not, return to the Registrar's Office and see Judy Irvine)
- Confirm that you are on the second-year social listserv (if you are not, find the student listserv administrator in your class as described above)
- Confirm that you are on the second-year academic listserv (if you are not, return to the Registrar's Office and see Judy Irvine)
- Talk to the Pre-Clerkship Director (Dr. Martin Schreiber, schreiberm@smh.ca) to clarify when, exactly, you will be required to start MMMD full-time (this only applies to those students who completed the Pathobiology of Disease (PBD) course in second year prior to leaving the MD program for their PhD studies)
- Meet your Academy Director and his/her secretary to:
  - Introduce yourself
  - Make sure that they know that you are re-entering
  - Re-assure them that you have been following the ASCM-1 review program with the SCORE supervisor since the spring
  - Get your hospital badge
  - Get your hospital library card
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- Get the codes/access to the hospital lounge
- Get access to hospital bicycle room (if required)
- Get Infection Control training and mask fitting

- Try attending 1st year medical student Academy orientation as a way to find out all that has changed since you left

**NB:** If you are assigned to a larger Academy, such as WB or PB, you should introduce yourself to your site-specific administrator (e.g., you may have met with the Academy Director for WB at TGH, but you might actually be placed at Mt. Sinai or TWH). By meeting with the site-specific administrator, you can rectify site-specific issues such as locker assignments, access codes and cards, Infection Control, etc.

- Meet with DOCH-2 Course Director to get an idea of what the DOCH-2 project is about
  - If planning to do a self-initiated DOCH-2 project, start looking for an agency/preceptor/project (you only have until the second week of September to finalize this!)
- Pay your tuition bill (or the minimum amount to register), or arrange for fee deferral. Please refer to Financial Matters sections for details.
- Review changes in health and dental coverage (Changing from Graduate Student’s Union coverage to Undergraduate Student’s Union coverage). See page 6 for details.
- Meet with Student Affairs to:
  - Find out what you are missing on this list
  - Get the class photo composite of your re-entry class
- Ask career counselors at the Office of Health Professions Student Affairs about career assessment tools, resources and support, both online and by appointment
- Consider becoming the MD/PhD representative to the second-year class council
- Contact MedLINKS ([medlinks.utoronto@gmail.com](mailto:medlinks.utoronto@gmail.com)) and let them know you will be joining the second year class. They will match you with three other student LINKS from other class years. There is usually a welcome event during the first year's o-week.

**In September, when you start merging:**

- DON’T PANIC!
- Start attending DOCH-2 and ASCM-2, and MMMD if you entered graduate school immediately after Year 1 medicine
- Make sure that you are enrolled in DOCH-2, ASCM-2, MMMD and FMLE in MedSIS (if you are not, return to the Registrar’s Office and see Judy Irvine)
- Check the weekly schedule for your classes on MedSIS. This will tell you where you need to be for each class/seminar. Also, your locker information will be posted here in case you forget it (isn’t technology wonderful?)
- Contact your Academy Med Ed office to find out your random Medical Student Number and to ask about any existing mentorship programs that exist within the academy.
- Pick up ASCM-2 syllabus and pocket booklet (you should receive an e-mail in late
August/early September about where this can be done). If you do not receive such an e-mail, contact the Pre-Clerkship Administrative Coordinator, and also, return to the Registrar's Office to make sure that you are on the academic listserv for your class.

- Check if your library card is still valid - you will need it
- Get signed up to the MedSoc Portal group
- Career information sessions will be offered throughout MMMD at lunch hour – attend if you can. The OHPA will email the schedule to you via the listserv (if not, contact career counsellors Carol Bisnath - carol.bisnath@utoronto.ca or Nancy Dunlop - nancy.dunlop@utoronto.ca).

In November, when you complete merging (for students who did the PBD course):

- DON’T PANIC!
- Remember what it is like to attend lectures!

NB: The above list enumerates the many things that must happen for you to successfully re-enter the second-year curriculum. There are many tasks, and because MD/PhD students represent such a small population when compared to the entire second-year class, there may be some bumps along the way. Always approach these problems with tact and patience. When in doubt about whom you should contact regarding a given issue, start with the Registrar's office. They are a veritable repository of knowledge about the Faculty.

Changes in the curriculum:

A variety of changes have been made to the MD curriculum in the past few years, including a few main ones that are listed below. It is important that while going through the process of re-entering to discuss the changes that have occurred (since you left the program) with the pre-clerkship director and/or individual course directors to discuss the accommodations made for returning MD/PhD students.

- Starting in 2009, the grading system changed from honours/pass/fail to credit/non-credit
- Starting in 2009 or 2010, Family Medicine Longitudinal Elective (FMLE) was made mandatory
  - Some students have asked to have FMLE during the second block in order to be able to put finishing touches on their thesis
- In 2010, the year long course, Mechanisms, Manifestations, and Management of Disease (MMMD), was implemented.
  - Students who had previously completed the old PBD course re-enter second year at a later time point and usually complete a shorter, modified first exam.
- Interprofessional Education (IPE)
  - Any of the MD/PhD students currently in the program (Fall 2012) will be required to complete two elective IPE requirements plus all of the mandatory core requirements.
Students starting in 2013 and later, must complete four elective IPE credits (i.e. four orange or red, two orange/red and one green, or two green).

**Additional advice from upper year MD/PhD Students:**
- It is in your best interest to do DOCH 2 the year before re-entering the MD program if you plan/expect to defend your PhD after re-entering.
- Email the grad secretary/administrator of your department to a) set up a meeting with one of the Grad Coordinators and b) figure out with him/her all the paper work you need. This way, you avoid nasty surprises about degree requirements you might have missed.
- Don’t stress out about exams. You are much smarter than you realize and exams are pass/fail.
- Everyone is worried about ASCM 2. Don’t worry. Your classmates on average remember stuff from first year just as much as you do.
- Talk to Judy Irvine sometime around June to discuss returning to classes, updating both your immunization forms and your criminal record check. She will also assign you to a potentially new academy and get you set up with the academy secretaries.
- Talk to Sandy. She needs to know when to start paying you from the MD/PhD fund and there is a PhD completion form that needs to be completed.
- As a group, it is recommended that you meet up with Dr. Schreiber to discuss timing of re-entering (this is more important for those who left during second year).
5. CANADIAN RESIDENT MATCHING SERVICE (CARMS) AND COMPLETION OF MD

Section 5.1. Year 4 of the MD degree

The focus of this section is on Year 4 of the MD degree, in which you apply for the residency match and the Medical Council of Canada Qualifying Exam (MCCQE), and partake in various rituals of graduation. The information herein was primarily derived from speaking with MD/PhD graduates and colleagues. Section 5.3 provides more detailed information about required documents for CaRMS and ERAS applications.

NB: Note that every year application deadlines, program details and contact information may change, and this should be reviewed in detail from the Canadian Resident Matching Service (CaRMS) website (www.carms.ca).

You are not precluded from participating in both the US and Canadian residency match processes EARLY on. There will come a time, however, when you will have to opt out of one, depending on that year’s given match cycle. Review the appropriate websites for these deadlines early.

If you are thinking about applying to the US, please see section 5.2.

In June-August

CaRMS

You will have an official review of the CaRMS process presented by representatives from CaRMS and your Post-Graduate Education Office. All of this information is available on the CaRMS website and Blackboard in case you are unable to attend.

In anticipation of CaRMS, you should update your academic curriculum vitae and begin thinking about your personal statements. Samples of these documents can be found at OHPSA. You will receive a pre-assigned appointment with one of the career counselors at OHPSA (Carol Bisnath or Nancy Dunlop) – you are strongly encouraged to meet with them. They can help give you feedback on these documents, as well as practice interviews (closer to Dec-Feb). Further appointments with the career counselors can be booked by emailing ohpsa.reception@utoronto.ca. The University of Toronto Career Centre also offers similar services. These consultations will start you on the path to reviewing program details and exploring whether programs have clinician-scientist tracks or other research options that you may be interested in pursuing. This would be a good time to seek out career and research mentors (including our Program Director, Dr. Norm Rosenblum). CaRMS information nights about various disciplines usually take place at different times during clerkship, and you may wish to attend some.

If you already know what you wish to apply to, there is an option to send in letters of reference early (see CaRMS website for instructions on early letters of reference). As you are going through clerkship, it is always wise to ask your clinical supervisor whether they
would be willing to write you a strong letter of reference for your program(s) of interest. If you rotate through a clinical discipline early during clerkship, have them write a ‘rough draft’ at the end of your rotation and continue to follow-up with them. Alternatively, you may wish to re-visit them and discuss your career goals during the CaRMS application process.

**In September-November**

You will receive many emails over the course of the year pertaining to CaRMS, MCCQE registration and graduation. Be sure that your contact information is accurately entered on ROSI, and that you are on the academic and social listservs, so as to not miss any important deadlines.

**CaRMS**

Unlike with ERAS (US residency application system), CaRMS will automatically forward you a token to access their Applicant Webstation (AWS) for the Main R-1 Residency Match through their website along with a detailed set of instructions. You are asked NOT to use your token to sign on UNTIL you are ready to pay your registration fee by credit card. Otherwise, you will have to contact CaRMS to unlock your account for access to AWS. Read the Applicant Contract carefully before accepting.

A list of documents for CaRMS includes (see also Section 5.3):
- CaRMS curriculum vitae (electronic)
- Personal profile (electronic)
- Reference letter (electronic or mail in option, see below for details)
- Personal statements (electronic, see below for details)
- Extra documents (electronic or mail in option)

For each document that you mail in or submit electronically, you will have to create a corresponding face sheet. For documents being mailed in, the corresponding face sheet MUST accompany it. This is so that CaRMS can correctly scan in each document to its assigned document number. Some documents may need to be notarized, which can be done by Judy Irvine (MSB 2306, judy.irvine@utoronto.ca). It is your responsibility to ensure that CaRMS receives all relevant documents with their accompanying face sheets in notarization as needed (e.g., CV, reference letters, MSPR/Dean’s Letter, transcript, extra documents) by their final deadline at the following address:

CaRMS Document Section,
171 Nepean Street, Suite 300
Ottawa, ON, K2P 0B4

The final CaRMS deadline is binding, which means all documents must be received by that date (rather than mailed in by then). It is to your advantage to mail documents early to
meet the CaRMS milestones, as you cannot apply any document to any program unless it is scanned in. CaRMS is very busy around this final deadline. If CaRMS receives a document by its milestone due date, there is a guarantee provided by CaRMS to scan in the document to ensure your application is complete before being sent to the Program Directors for review. This is important since some programs will NOT review incomplete applications, while other programs will allow you to send in documents after the official CaRMS deadline.

You will need to submit one passport-sized photograph electronically to the CaRMS website. Note that some programs may ask you to also bring along a passport-sized photograph to their interview in addition.

Letters of reference can be written generically for each discipline (i.e., Internal Medicine versus Dermatology versus Pathology) OR specifically for a given program at each institution (i.e., Internal Medicine at the University of Toronto versus McMaster University). Some programs may require or allow a letter of reference from your research supervisor.

There is an option for referees to submit letters of reference electronically. The electronic submission option allows referees to directly upload the letters. Otherwise, you will have to wait until the CaRMS Document Section scans in the letters that are mailed in. You cannot assign a document until it has been completed and/or scanned in. Be certain to request the appropriate type of reference letter, and early.

**MCCQE**

The Medical Council of Canada Qualifying Exam (MCCQE) Part I and II are one of the requirements for licensure in Canada. Part I is written by all Canadian medical students at the conclusion of their medical program. This exam is one day in length and takes place annually in the last week of April and the first week of May.

In November you will receive an email over the academic listserv about registering to take Part I of the MCCQE. This will direct you to a website where you will be able to view the instructions and print the application. Have Judy Irvine notarize the relevant sections of the application, photocopies of necessary pieces of identification (e.g., passport, driver's license), and your passport-sized photograph. The legal name that appears on the MCCQE application forms must match that on your identification. Once your documents are received, you will be notified of their acceptance. You will be asked online to indicate the site you wish to write at. A letter will be mailed with instructions about the exam and your site location, and when you can login for requesting an exam date. You will also receive email notification about this. Once registered for an exam date, keep note of your exam date and time and your PIN. This should be noted on your entrance card, which you will take with you to the exam. Part II of the MCCQE will take place during the first year of residency training.
In December-February

CaRMS

Some programs may start sending out offers for interviews as early as mid-December. Most will send out interview offers over the Christmas holidays and/or during the first week of January. Some programs (e.g., Internal Medicine) will send out an email with a single link to all of your interview requests for that program across the country. Be certain to regularly check your email during this time for updates, as interviews are booked mostly by email on a first-come, first-serve basis.

CaRMS designates a 3-week interview period between late January and early February. You should try to book your interviews during this period by region. CaRMS facilitates this as the programs do limit their interview days even within the 3-week interview period. If you have conflicting interview requests, you can always email the administrator responsible for scheduling interviews to find an alternative date, time or mode. Once you have confirmed the interview, book your transportation and accommodation immediately. Look out for emails highlighting cheap deals for flights, transport and hotels. Be sure to keep records of all of your transactions (i.e., original receipts for food, transport, gas and living costs) for possible partial reimbursement by the Toronto Notes for Medical Students, Inc. Bill Gregg will send specific instructions, which differ each year, for receipt submission.

In March-April

CaRMS

Following the CaRMS interview period, you will fill out a Rank Order List according to your preference of program and location. You can modify your Rank Order List until the deadline stipulated by CaRMS. You can rank as many or as few of the programs and locations as possible, where you attended an interview. You do not have to rank every place you interviewed. If you do rank a program or location, be certain that the program and/or city meet all of your needs, as you will be there for at least 3-5 years.

Below is an example of what a Rank Order List may look like if you have applied to more than one program and/or location:

- Rank #1 = General Surgery, University of Toronto
- Rank #2 = General Surgery, University of British Columbia
- Rank #3 = Internal Medicine, University of Toronto
- Rank #4 = Internal Medicine, University of British Columbia

Once CaRMS has received all of the Rank Order Lists from its applicants and from the Program Directors, it uses a computer-based algorithm to match the applicants to the different programs. If a program ranks you highly, you have a good chance of being
matched there. Thus, be sure to rank the program(s) you are considering seriously highest on your Rank List.

On Match Day, you will receive an email with the CaRMS website link to check your account for the match results. You will be told the program and location you matched to. Once matched, this decision is binding, and your program will send you additional information by mail to follow up on in preparation for residency.

If you go unmatched in this first iteration, you will meet at the Office of Health Professions Student Affairs at 12:30 pm on Match Day. The Associate Dean of OHPSA and representatives from Postgraduate Medical Education will be there to help you begin the second iteration of the CaRMS process.

**In April-June**

**MCCQE**

As noted above, you will be required to write the MCCQE in late April or early May. Try to write it early, so that you can enjoy the summer before residency. Convocation is traditionally during the first week of June. Try to plan your vacation either before or after Convocation. Be sure to take vacation during this time off! You may also wish to obtain your ACLS (Advanced Cardiovascular Life Support) or ATLS (Advanced Trauma Life Support) training before July 1st, since you may just be on call your first day of residency and be required to participate in a code or trauma. You will also have to obtain medical (through the Professional Association of Interns and Residents of Ontario, with or without the Ontario Medical Association) and malpractice (through the Canadian Medical Protective Association) insurance, as well as register with the provincial College of Physicians and Surgeons and the Post-Graduate Medical Education office at your ultimate university of training. All of this takes time, but must be done in order for you to start on July 1st. Adhere to the deadlines for each of these items!

**Other IMPORTANT but miscellaneous bits of information:**

- Be well informed about the residency programs you are considering:
  - Check out basic information from the CaRMS website
  - Ask staff and residents during electives for additional information
  - Speak with previous classmates or seek out other contacts
  - Broaden your elective experiences during clerkship
  - Meet with the Program Director to express your interest
  - Learn if the program meets your research needs as a future clinician-scientist

- Be well informed about the process:
  - Know your CaRMS milestones and meet your deadlines early
- Attend the CaRMS information sessions
- CaRMS is an anxious time, but try not to let the rumours get to you
- Strike your own balance between useful and extraneous information
- Apply broadly to programs you are interested in
- Have a parallel specialty career plan if you are applying to a highly competitive program
- Base your decisions on whether the program is for you over the next 3-5 years
- Your PhD is helpful during CaRMS, but does not guarantee you your 1st choice!
- Have someone read over your CV and personal statements
- Follow up with your referees with appropriate documentation

- Be well prepared for interviews:
  - Practice interviews with Carol Bisnath/Nancy Dunlop (OHPSA), at the Career Centre, etc
  - Interview questions are general, program and location specific
  - Think about broad concepts in medicine and in your programs of interest
  - Remember details about location, location, location
  - Some programs have scenario-based interviews
  - Dress appropriately and professionally
  - Give yourself enough travel and rest time between interviews

- Be sure to remember your unique skill set from your PhD training:
  - Focus on your independence, maturity, and interpersonal skills
  - Highlight your critical thinking, problem solving and time management
  - Draw on your resolve from your defense, conference or committee meetings
  - Rely on your strong communication skills
  - Be able to discuss your research in the context of your field

Check out some HELPFUL hints from other resources:

- Careers in Medicine website: www.aamc.org/students/medstudents/cim
- McGill Faculty of Medicine Undergraduate Career Planning Office: www.medicine.mcgill.ca/careerplan
- Improving Interview Skills for Your Residency (for International Medical Graduates applying to Ontario residency positions – some useful tips are presented for all residency applicants): http://testunix.mediaforce1.com/imginfo/img/IMG-resources/interview.htm

For questions related specifically to your application, please contact Judy at: judy.irvine@utoronto.ca.
5.2. ERAS (US Electronic Residency Application Service)

ERAS DEADLINES DIFFER FROM CARMS DEADLINES

For the US residency application process, familiarize yourself with the Electronic Residency Application Service (ERAS) website (www.aamc.org/services/eras) and the United States Medical Licensing Exam (USMLE) website (www.usmle.org) requirements for Canadian applicants.

A handbook has been created for students interested in applying to the US for residency, including information about the USMLE requirements. The up to date information can be accessed through portal>My Organizations>OHPSA>Career Services for MD Students>Applying to Residency> Applying to a US Residency. In this folder there is a compilation of the various information that you should know in order to apply to the US and links to various important websites. It is highly recommended that you consult this folder if you are thinking about applying to the US.

Another valuable resource for students applying to the US is the Careers in Medicine website from the AAMC (www.aamc.org/students/medstudents/cim). You should have received an access code in first year; however, if you contact OHPSA (Carol Bisnath or Nancy Dunlop) they can send it to you again.

It is recommended that those students wanting to apply to the US for residency make an appointment with OHPSA to discuss the specifics as early as possible. It is also recommended that in fourth year, you meet with Judy Irvine by September 1st (at the latest) because US deadlines can fall in September.

5.3. Canadian Resident Matching Service (CaRMS) documents for MD/PhD students

The following documents are submitted by the faculty on behalf of all students (details below):

1. Medical Student Performance Record (MSPR)
2. Official Academic Record (MD program only – generated by the Faculty)

NB. MD/PhD students are encouraged to submit an official transcript from the University of Toronto Transcript Centre (www.rosi.utoronto.ca). Although students in the MD Program will NOT be submitting this document, those in the MD/PhD Program should submit it as it documents all course work taken during the combined program and the date your PhD was conferred.

Medical Student Performance Record (MSPR)

This document summarizes your clinical competencies achieved during your third year clinical rotations.
The introductory paragraph refers to the academic period that it covers and the date on which it is produced in the fall of the year of application to CaRMS.

The Clinical Performance Evaluations section lists all of the competencies used by the clerkship courses. Please note that not all competencies are explicitly evaluated during each rotation (there is a notation regarding this at the bottom of the page). The Rotation Legend is at the bottom, and using the number assigned to each rotation, you can see your overall performance evaluation in all courses. Rotations of one week duration will not be recorded on the MSPR. This will also be noted in the legend.

On the second page of this document you will see how Professionalism is documented. Narrative comments are not recorded as they are subjective and cannot be edited. Narrative comments are intended to provide the student with feedback on his/her performance. They will help you in selecting individuals for letters of reference.

Your fourth year electives and selective components of the Transition to Residency course should be listed on your CV.

**Official Academic Record**

The document issued by the Faculty is only for the purposes of CaRMS. This document lists your courses by year with the final standing in each course and for the year. It shows your fourth year courses as in progress. The Faculty of Medicine does not list any awards on the official academic record/transcript. All awards should be included by candidates in their CV module.

For all other purposes, your official transcript is that produced by the U of T Consolidated Transcript Centre, viewed in ROSI. All MD/PhD students should send an official U of T transcript.

The grading scale for the MD Program moved to Credit/No Credit beginning with the 2009/10 session. Any courses taken before this transition will be recorded on both the official academic record and on your ROSI transcript as H/P/F, and courses taken from 2009-10 onwards will be recorded as Credit/No Credit.

At the bottom of the Official Academic Record, there will be a statement indicating that you were enrolled in the combined MD/PhD Program, including the dates in which you held registration with the School of Graduate studies.

**CaRMS Extra Documents**

You could include information on abstracts, published papers, etc; - basically anything that you could not include in the CV module and you think is important for the committee to
know. Please include the important information in the main CV module and include extra information in the “Extra Documents” section.

Electronic Residency Application Service (ERAS)

For the US Residency Match, the Faculty will send the following documents:

1. **Dean's Letter.** This includes information on a) the MD/PhD program, b) the fact that only 8-10 students are accepted each year, c) structure of pre-clerkship and clerkship training, and d) quotes from year 3 clinical evaluations. The Dean's Letter is required only for the US Residency Match. The MSPR (same one sent to CaRMS) will be appended to the Dean's Letter.

2. **ROSI Transcript.** Please send a copy of your ROSI Transcript (as will be requested for the CaRMS application).

The Official Academic Record (used for CaRMS) will **NOT** be sent.

If you are applying through ERAS, you must fill out a form through the Registrar’s office requesting the Dean's letter and providing them with appropriate deadlines (the ERAS deadlines are not the same as CaRMS).

**Checklist for CaRMS/ERAS documentation**

**CaRMS**

- [ ] Order transcript from U of T Consolidated Transcript Centre
- [ ] List all Awards on CV module of CaRMS.
- [ ] List extra papers, abstracts, presentations, etc., in the CaRMS Extra Document section
- [ ] List completed or planned electives for 4th year on CV module of CaRMS

**ERAS**

- [ ] Arrange Dean's Letter (MSPR will be appended to the Dean’s Letter). Judy Irvine will ensure that the Letter is prepared.
- [ ] Order transcript from U of T Consolidated Transcript Centre

Please note that the Official Academic Record will **NOT** be sent to ERAS.
6. RESOURCES FOR MD/PHD STUDENTS

The following is a list of on- and off-campus support resources that can be accessed by MD/PhD trainees at the University of Toronto.

**Academic support**

| RED BUTTON | A quick reference guide to various emergency or crisis situations for medical students at the UofT including what to do if you miss an exam, witness unprofessional behaviour, etc. | http://www.md.utoronto.ca/redbutton.htm |
| Office of Health Professions Student Affairs: Learning skills counseling | Private, confidential, individual counselling and resources, Tues-Thurs, 9:30-5:30 at Medical Sciences Building, Evening appointments available upon request | www.facmed.utoronto.ca/programs/md/osa/services/learning.htm To book an appointment, contact OHPSA main office: 416-978-2764, or email reza.noori@utoronto.ca |
| U of T Academic Success Centre | Learning skills counsellors, workshops for graduate students, Mon-Fri, 9-5, Koffler Student Services Centre | www.asc.utoronto.ca, 416-978-7970, mail.asc@utoronto.ca |
| Graduate Students’ Union: Academic life section | Resources related to supervision, academic appeals, special leave, ombudsperson, intellectual property, English and writing support | www.utgsu.ca/academiclife |
| School of Graduate Studies: Graduate supervision | Graduate supervision guidelines (including questions to ask potential supervisors), supervisory checklists | www.sgs.utoronto.ca/adminsupport/gradadmin/supervision.htm |
| PhinisheD | Online resource/discussion forum for graduate students during thesis-writing phase | www.phinished.org |
## Career development

| Office of Health Professions Student Affairs: Career counselling | • Confidential counselling related to career exploration/decision-making, CVs, CaRMS  
• Daytime, early evening, and Saturday appointments available in person, by telephone or email  
• List of resources related to career planning for medical students | www.facmed.utoronto.ca/programs/md/osa/services/career.htm  
To book an appointment, contact OHPSA main office:  
416-978-2764, ohpsa.reception@utoronto.ca |
| Careers in Medicine | • Online career planning program developed by the American Association of Medical Colleges | www.aamc.org/students/medstudents/cim; contact OHPSA career counsellors for access code |
| Canadian Medical Residency Guide | • Online resource to assist with selection of a residency program | medical-residency.ca |
| McGill Faculty of Medicine Undergraduate Career Planning Office | • Online career planning resource for undergraduate medical students | www.medicine.mcgill.ca/careerplan |
| Improving Interview Skills for Your Residency | • Useful tips and resources for applicants to residency programs | testunix.mediaforce1.com/imginfo/img/IMG-resources/interview.htm |
| The Physician-Scientist’s Career Guide | • By Mark J. Eisenberg (McGill University), 2011  
• Advice and reflections on all stages of the physician-scientist career path | simplelink.library.utoronto.ca/url.cfm/146062 (log in through U of T library system) |
| CITAC website | • Clinical Investigator Trainee Association of Canada  
• Literature related to clinician-scientist training and careers | www.citac-accfc.org (under “Resources”) |
| Mentorship | • CITAC Mentorship Program: contact info for clinician-scientists at Canadian universities willing to mentor trainees | www.citac-accfc.org (member login required for access) |
| Student resources from other MD/PhD programs | • Tri-Institutional MD/PhD Program Guide (Weill Cornell, Rockefeller, Sloan-Kettering)  
www.mstp.washington.edu/students/studentguidetoc.html |
| The Student Doctor Network: Physician-Scientist Forum | • Discussion forum for MD/PhD trainees (choosing a lab, mentoring, translational research, career tracks, etc) | forums.studentdoctor.net/showthread.php?t=64282 |
| U of T Career Centre | • CV tutorials, practice interviews (e.g. before CaRMS), online resources (some geared towards applicants for TA positions or academic positions) | www.careers.utoronto.ca  
careercentre@mail.careers.utoronto.ca, 416-978-8000 |
Crisis resources (strictly confidential and free-of-charge; 24/7 unless otherwise indicated)

<table>
<thead>
<tr>
<th>Crisis resource</th>
<th>Description</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAIRO 24 hour helpline</td>
<td>• Crisis intervention and referrals for medical students and residents</td>
<td>1-866-HELP-DOC (1-866-435-7362)</td>
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<tr>
<td></td>
<td></td>
<td><a href="http://www.pairo.org/Content/Default.aspx?pg=1025">www.pairo.org/Content/Default.aspx?pg=1025</a></td>
</tr>
<tr>
<td>U of T Community Safety Office</td>
<td>• Provides free and confidential consultation, support and referrals to</td>
<td>416-978-1485 (business hours)</td>
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<tr>
<td></td>
<td>individuals concerned about personal safety (e.g., stalking, harassment,</td>
<td><a href="http://www.communitysafety.utoronto.ca">www.communitysafety.utoronto.ca</a></td>
</tr>
<tr>
<td></td>
<td>sexual assault, family violence, thoughts of suicide)</td>
<td><a href="http://www.communitysafety.utoronto.ca/emergency.htm">www.communitysafety.utoronto.ca/emergency.htm</a></td>
</tr>
<tr>
<td>U of T Campus Community Police</td>
<td>• List of emergency resources for 3 U of T campuses</td>
<td></td>
</tr>
<tr>
<td>Toronto Distress Centres</td>
<td>• Respond to emergencies on campus and make referrals to community services</td>
<td>416-978-2222</td>
</tr>
<tr>
<td></td>
<td>• Emotional support, crisis intervention, referrals to emergency services</td>
<td><a href="http://www.campuspolice.utoronto.ca">www.campuspolice.utoronto.ca</a></td>
</tr>
<tr>
<td>Gerstein Centre Crisis Line</td>
<td>• Crisis intervention related to mental health concerns</td>
<td>416-929-5200 or in-person (100 Charles St. E)</td>
</tr>
<tr>
<td>Assaulted Women’s Helpline</td>
<td>• Support, counselling, referrals (anonymous)</td>
<td>Toll-free: 1-866-863-0511</td>
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<td></td>
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<td><a href="http://www.awhl.org">www.awhl.org</a></td>
</tr>
<tr>
<td>Victim Support Line (Ont.)</td>
<td>• Information about criminal justice system, referral to support services</td>
<td>Toll-free: 1-888-579-2888 (7 days/week, 8 am-10 pm)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.attorneygeneral.jus.gov.on.ca/english/about/vw/vsl.asp">www.attorneygeneral.jus.gov.on.ca/english/about/vw/vsl.asp</a></td>
</tr>
</tbody>
</table>

**UME Red Button**

| RED BUTTON                                          | • A quick reference guide to various emergency or crisis situations for     | http://www.md.utoronto.ca/redbutton.htm                                             |
|                                                     | medical students at the UofT including what to do if you or a friend are   |                                                                                     |
|                                                     | experiencing a crisis.                                                    |                                                                                     |

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## Family and diversity resources

| U of T Family Care Office | Resources related to balancing family life and education, family planning, parenting, child care options, caring for adults/seniors | www.familycare.utoronto.ca  
416-978-0951, Family.care@utoronto.ca |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| U of T Sexual and Gender Diversity Office | Resources for LGBTQ students and staff  
Addresses discrimination based on gender and sexual diversity | www.lgbtq.utoronto.ca  
416-946-5624, j.tate@utoronto.ca |
| GLBT Medical Students of Canada | National professional organization to address issues and concerns of GLBT medical students and physicians in Canada  
Support, mentorship, listserv, advocacy, networking, social events | www.soglad.ca/glbtmeds  
glbtmeds@yahoo.com |
| U of T Anti-racism and Cultural Diversity Office | Mediates conflicts related to race, ethnicity, culture, or creed  
Ensures commitment to U of T anti-discrimination policies | www.antiracism.utoronto.ca  
416-978-1259, antiracism@utoronto.ca |
| First Nations House | Provides culturally supportive services to Aboriginal students and the general university community, including academic/financial support, resource centre, events, links to other groups/programs | www.fnh.utoronto.ca  
416-978-8227, fnh.info@utoronto.ca |
| U of T Accessibility Services | Promotes inclusion of students with disabilities into university life  
Services for individuals with documented disabilities (physical, sensory, learning, mental health, temporary), e.g., alternative exam arrangements, liaising with departments | www.accessibility.utoronto.ca  
416-978-8060, disability.services@utoronto.ca |
| Resource list for students with disabilities at U of T | Accessibility services, Hart House Accessibility Fund, financial Assistance, Library resources, Intercampus transportation | discover.utoronto.ca/students-with-a-disability |
| Students for Barrier-Free Access | Student organization that advocates for equity, access, rights of Disabled students at U of T  
Resource centre, workshops, peer mentoring, social events | sba.sa.utoronto.ca  
416-967-7322, sba@utoronto.ca |
| U of T Status of Women Office | Addresses gender equity for women students, staff and faculty through initiatives, mentoring, research, education and policy | www.status-women.utoronto.ca  
416-978-2196, status.women@utoronto.ca |
| U of T Multifaith Centre | Initiatives promoting interfaith dialogue and spiritual development  
Counselling available from Campus Chaplains Association (numerous faiths, cultures, spiritual movements represented) | www.multifaith.utoronto.ca  
416-946-3120, multi.faith@utoronto.ca |
| U of T Medicine student groups and clubs | Women in Medicine, Diversity in Medicine, Black Medical Students Association, Medical Christian Fellowship, Jewish Medical Students Association, Muslim Medical Student Collective, etc | www.torontomeds.com (under “Clubs”) |
| Graduate Students’ Union: Student issues section | Resources related to family, women’s organizations, sexual harassment, LGBTQ, housing, equity, accessibility | www.utgsu.ca/studentissues/index.html |
## Financial support

<table>
<thead>
<tr>
<th>Source</th>
<th>Resources and Services</th>
</tr>
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</table>
| **Undergraduate Medical Education: Awards and financial aid**         | • Information about fees, deferrals, scholarships, financial aid (loans, bursaries, grants)  
                              • Webinars about loans, bursaries, awards, money management, loan repayment  
                              • Office of Admissions and Student Finance: 416-978-7928, medicine.admiss@utoronto.ca  
                              • [www.md.utoronto.ca/students/finance.htm](http://www.md.utoronto.ca/students/finance.htm)  
                              • [www.md.utoronto.ca/financialaid/Webinars_and_Online_Financial_Literacy.htm](http://www.md.utoronto.ca/financialaid/Webinars_and_Online_Financial_Literacy.htm)  |
| **U of T Medical Alumni Association**                                  | • Interest-free loans, bursaries/awards, elective transportation grants  
| **Canadian Medical Association: MD Physician Services**                | • Online resources for medical students: financial planning, debt management, insurance, taxes, bursaries, line of credit  
                              • Consult with MD financial advisor  
                              • Discounts on travel, hotels, car rentals, mobile software, publications, etc with CMA membership  
                              • [mdm.ca/students](http://mdm.ca/students), [mdm.ca/students-residents](http://mdm.ca/students-residents)  
                              • Contact: mdadvice@cma.ca, 1-866-243-9505  
                              • [www.cma.ca/membercentre/memberdiscounts](http://www.cma.ca/membercentre/memberdiscounts)  |
| **School of Graduate Studies: Money Matters**                         | • Comprehensive information on graduate fees, listing of internal/external funding opportunities, financial assistance, FAQs  
                              • Application for Doctoral Completion Award in 5th/6th year of PhD  
                              • Financial counselling provided by SGS  
                              • Listing of online award databases  
                              • [www.sgs.utoronto.ca/informationfor/students/money.htm](http://www.sgs.utoronto.ca/informationfor/students/money.htm)  
                              • [www.sgs.utoronto.ca/informationfor/students/money/support/assistance.htm](http://www.sgs.utoronto.ca/informationfor/students/money/support/assistance.htm)  
                              • Appointments: graduate.awards@utoronto.ca, 416-946-0808  
                              • e.g., [www.studentawards.com](http://www.studentawards.com), [www.scholarshipscanada.com](http://www.scholarshipscanada.com)  |
| **ResearchNet**                                                        | • Funding Opportunities Database contains information pertaining to active funding opportunities in Canada  
                              • [http://www.researchnet-recherchenet.ca](http://www.researchnet-recherchenet.ca)  |
| **Graduate Students’ Union: Funding section**                         | • Resources related to scholarships, loans, work, SGS emergency grant, travel/conference grants  
                              • [www.utgsu.ca/funding](http://www.utgsu.ca/funding)  |
| **Teaching assistant positions**                                      | • Human Biology Program  
                              • Physiology Department  
                              • Anatomy  
                              • [www.physiology.utoronto.ca/grad/funding/taopp.htm](http://www.physiology.utoronto.ca/grad/funding/taopp.htm)  
                              • Contact: anatomy@utoronto.ca  |
| **U of T Financial aid**                                              | • Financial counselling, budget tools  
                              • [www.adm.utoronto.ca](http://www.adm.utoronto.ca), 416-978-2190  |
## Health and wellness

<table>
<thead>
<tr>
<th>Service/Insurance</th>
<th>Details</th>
<th>Resources/Contact Information</th>
</tr>
</thead>
</table>
| **U of T Health Service**                | • Comprehensive medical care, referrals, immunizations, travel health, allergy care, sexual health, nutrition counselling, etc.  
• Online resources related to health and wellness | [www.healthservice.utoronto.ca](http://www.healthservice.utoronto.ca), 416-978-8030  
[www.healthservice.utoronto.ca/Other-Resources.htm](http://www.healthservice.utoronto.ca/Other-Resources.htm) |
1-866-532-3161 |
| **Health/dental insurance**              | • U of T Students’ Union (during medical school)  
• Graduate Students’ Union (during graduate school)  
• Green Shield Canada (health insurance provider) | [utsu.ca](http://utsu.ca), [www.utgsu.ca/insurance/index.html](http://www.utgsu.ca/insurance/index.html)  
[www.greenshield.ca](http://www.greenshield.ca), 1-888-711-1119 |
| **Disability Insurance (OMA)**           | • Customized disability insurance plans for medical students | [www.oma.org/Benefits/Insurance/MedStudents](http://www.oma.org/Benefits/Insurance/MedStudents)  
info@omainsurance.com, 1-800-268-7215 x 2971 |
| **Find a family doctor**                 | • Health Care Connect (Ont. Ministry of Health & Long-Term Care)  
• College of Physicians and Surgeons of Ontario “Doctor Search”  
• Ontario Community Health Centres  
[www.cpso.on.ca/docsearch/default.aspx?id=2048](http://www.cpso.on.ca/docsearch/default.aspx?id=2048)  
| **Find a physiotherapist**               | • College of Physiotherapists | [www.collegept.org](http://www.collegept.org), info@collegept.org, 1-800-583-5885 |
| **Dental/vision discount networks for students** | • List of dental and vision care providers in Toronto who offer 20-30% discount for certain services/products to students with Greenshield plan | [onlineservices.greenshield.ca/studentcentre/Home.aspx?bd=27979](http://onlineservices.greenshield.ca/studentcentre/Home.aspx?bd=27979) |
| **Telehealth Ontario**                   | • Free, confidential health advice from registered nurse (24/7)  
• Daytime, lunchtime, and evening appointments available at Medical Sciences Building  
• List of support resources available to medical students | 1-866-797-0000  
| **Office of Health Professions** Student Affairs: Personal counselling | • Private, confidential, free short-term counselling for a wide range of issues (e.g., anxiety, depression, self-esteem, family issues, etc)  
• Daytime, lunchtime, and evening appointments available at Medical Sciences Building  
• List of support resources available to medical students | [www.facmed.utoronto.ca/programs/md/osa/services/personal.htm](http://www.facmed.utoronto.ca/programs/md/osa/services/personal.htm)  
To book an appointment, contact OHPSA main office:  
416-978-2764 or reception.osa@utoronto.ca  
[www.facmed.utoronto.ca/programs/md/osa/crisis.htm](http://www.facmed.utoronto.ca/programs/md/osa/crisis.htm) |
| **U of T Counselling and Psychological Services** | • Free psychotherapy, assault counselling, pharmacotherapy, group therapy, consultation, workshops | [caps.utoronto.ca/main.htm](http://caps.utoronto.ca/main.htm)  
416-978-8070 |
| **OMA Physician and Professionals Health Program** | • Free counselling for health professionals/students and their families related to substance abuse, mental health, stress, burnout, family, etc | [www.phpoma.org](http://www.phpoma.org)  
Confidential line: 1-800-851-6606; 150 Bloor St. West, M-F 8:45 am-5 pm |
| **ePhysician Health**                    | • Canadian Medical Association online health and wellness resource to promote resiliency in physicians’ personal and professional lives | [www.ephysicianhealth.com](http://www.ephysicianhealth.com) |
| **Find a counsellor, psychologist, psychotherapist (Not covered by OHIP)** | • Ontario Psychological Association (Referral Service)  
• Ontario Psychotherapy and Counselling Referral Network  
• Listing of psychotherapists in Toronto (free consultations) | [www.psych.on.ca](http://www.psych.on.ca), info@psych.on.ca, 416-961-5552  
[referrals.psychotherapyandcounseling.ca](http://referrals.psychotherapyandcounseling.ca), 416-920-9355  
[www.therapytoronto.ca](http://www.therapytoronto.ca), info@therapytoronto.ca, 1-888-972-7348 |
## Housing

| U of T Student Housing Service | Listing of U of T (e.g., Graduate House), affiliated (e.g., Massey College), and non-affiliated (e.g., Campus Co-op) residences | www.housing.utoronto.ca
gothing.services@utoronto.ca, 416-978-8045 |
|------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|

| Rental housing search | Practical information about life in Toronto | www.housing.utoronto.ca
gothing.services@utoronto.ca, 416-978-8045 |
|-----------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------|

| Toronto rental housing websites | List of rental housing | www.viewit.ca
|---------------------------------|------------------------|--------------------------------------------------------------------------------------------------|

| Federation of Metro Tenants’ Association Hotline | Free hotline for information about tenants’ rights | 416-921-9494, M-F, 8:30 am-6 pm
hotline@torontotenants.org |
|-------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------|

| Downtown Legal Services | Free legal services provided by supervised U of T law students | dls.sa.utoronto.ca
416-978-6447 |
|-------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
### Key Contacts

<table>
<thead>
<tr>
<th>MD/PhD Program</th>
<th>Location: Medical Sciences Building, Room 2364</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director: Dr. Norman Rosenblum,</td>
<td><a href="mailto:norman.rosenblum@sickkids.ca">norman.rosenblum@sickkids.ca</a></td>
</tr>
<tr>
<td>Administrative director: Sandra McGugan, <a href="mailto:sandra.mcgugan@utoronto.ca">sandra.mcgugan@utoronto.ca</a></td>
<td>Program website: <a href="http://www.mdphd.utoronto.ca">www.mdphd.utoronto.ca</a></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Faculty of Medicine Registrar</th>
<th>Location: Medical Sciences Building, Room 2306</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar: Judy Irvine, <a href="mailto:judy.irvine@utoronto.ca">judy.irvine@utoronto.ca</a>, 416-978-7570</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty of Medicine Student Financial Services</th>
<th>Location: Medical Sciences Building, Room 2306</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate registrar: Bill Gregg, <a href="mailto:bill.gregg@utoronto.ca">bill.gregg@utoronto.ca</a>, 416-946-0739</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Office of Health Professions Student Affairs</th>
<th>Location: Medical Sciences Building, Room 2171B (Stone Lobby)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception (General inquiries or to make appointments with counsellors): <a href="mailto:ohpsa.reception@utoronto.ca">ohpsa.reception@utoronto.ca</a>, 416-978-2764</td>
<td>Associate Dean: Dr. Leslie Nickell, <a href="mailto:Leslie.Nickell@sunnybrook.ca">Leslie.Nickell@sunnybrook.ca</a></td>
</tr>
<tr>
<td>Administrate coordinator to the Associate Dean: Kelly Geddes, <a href="mailto:kelly.geddes@utoronto.ca">kelly.geddes@utoronto.ca</a></td>
<td>Senior Officer, Service Learning Opportunities &amp; Community Partnerships/Student Life Enrichment: Ike Okafor, <a href="mailto:ike.okafor@utoronto.ca">ike.okafor@utoronto.ca</a></td>
</tr>
<tr>
<td>Website: <a href="http://www.facmed.utoronto.ca/programs/md/osa.htm">www.facmed.utoronto.ca/programs/md/osa.htm</a></td>
<td>OHPSA website can now be accessed through Portal</td>
</tr>
</tbody>
</table>

| Preclerkship director                 | Dr. Martin Schreiber, schreiberm@smh.ca, 416-867-7454 |

**Note**: A comprehensive list of contacts relevant to Undergraduate Medical Education can be found at [www.md.utoronto.ca/contacts.htm](http://www.md.utoronto.ca/contacts.htm)
## Miscellaneous

<table>
<thead>
<tr>
<th>U of T Medical Society</th>
<th>• Information about student government, academics, student life, and forums</th>
<th><a href="http://www.torontomeds.com">www.torontomeds.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gradlife at U of T</td>
<td>• Workshops, resources, and social events for graduate students</td>
<td><a href="http://www.studentlife.utoronto.ca/Student-Resources/Gradlife.htm">www.studentlife.utoronto.ca/Student-Resources/Gradlife.htm</a></td>
</tr>
<tr>
<td>Ulife at U of T</td>
<td>• Complete listing of recognized campus groups (arts, academic, social, politics, faith, culture, sports, environment, advocacy, etc)</td>
<td><a href="http://www.ulife.utoronto.ca/organizations/list/type/all/campus/stgeorge">www.ulife.utoronto.ca/organizations/list/type/all/campus/stgeorge</a></td>
</tr>
<tr>
<td>Comic relief</td>
<td>• Piled Higher and Deeper: A grad student comic strip</td>
<td><a href="http://www.phdcomics.com">www.phdcomics.com</a></td>
</tr>
</tbody>
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