# RESEARCH OPPORTUNITIES FOR MAM MD STUDENTS
## Program Guidelines 2017-18

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SECTION 1 – Definitions

In these Guidelines:

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

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

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

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

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

“QI project” or “quality improvement project” means preliminary de-identified fact gathering without Research Ethics Board assessments regarding privacy impact/consent, etc.

“Physician” means a physician with THP privileges.

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

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

http://www.md.utoronto.ca/research-opportunities-mam
SECTION 2 – Program Schedule

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

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

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

2.1 Winter 2018 (For projects with start date: Jan-April)

**Project Proposal Period**

<table>
<thead>
<tr>
<th>Project activity</th>
<th>Start date</th>
<th>End date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty project proposals open. Survey sent to faculty via email</td>
<td>January 4, 2018</td>
<td>3:00 pm</td>
</tr>
<tr>
<td>Faculty project proposals close</td>
<td>January 25, 2018</td>
<td>11:59 pm</td>
</tr>
</tbody>
</table>

**Application Period**

<table>
<thead>
<tr>
<th>Application activity</th>
<th>Start date</th>
<th>End date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repository available to students. Applications open</td>
<td>January 26, 2018</td>
<td>3:00 pm</td>
</tr>
<tr>
<td>Official application period ends</td>
<td>February 12, 2018</td>
<td>5:00 pm</td>
</tr>
</tbody>
</table>

**Selection Period**

<table>
<thead>
<tr>
<th>Selection activity</th>
<th>Start date</th>
<th>End date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student selection period begins</td>
<td>February 12, 2018</td>
<td>5:00 pm</td>
</tr>
<tr>
<td>Official student selection period ends</td>
<td>March 5, 2018</td>
<td>11:59 pm</td>
</tr>
</tbody>
</table>

2.2 Summer 2018 (For projects with start date: May-July)

**Project Proposal Period**

<table>
<thead>
<tr>
<th>Project activity</th>
<th>Start date</th>
<th>End date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty project proposals open. Survey sent to faculty via email</td>
<td>February 14, 2018</td>
<td>10:00 am</td>
</tr>
<tr>
<td>Faculty project proposals close</td>
<td>March 7, 2018</td>
<td>11:59 pm</td>
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</table>

**Application Period**

<table>
<thead>
<tr>
<th>Application activity</th>
<th>Start date</th>
<th>End date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repository available to students. Applications open</td>
<td>March 8, 2018</td>
<td>5:00 pm</td>
</tr>
<tr>
<td>Official application period ends</td>
<td>March 20, 2018</td>
<td>5:00 pm</td>
</tr>
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</table>

**Selection Period**

<table>
<thead>
<tr>
<th>Selection activity</th>
<th>Start date</th>
<th>End date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student selection period begins</td>
<td>March 20, 2018</td>
<td>5:00 pm</td>
</tr>
<tr>
<td>Official student selection period ends</td>
<td>April 10, 2018</td>
<td>11:59 pm</td>
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SECTION 3 – The Roles of the Research Projects Coordinator; the Manager, Student Services; and the Research Working Group

3.1 Research Projects Coordinator, Mississauga Academy of Medicine

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

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

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

Please contact the Coordinator for any concerns pertaining to the Program. As of January 2018, the current Coordinator is:

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

3.2 Manager, Student Services, Trillium Health Partners

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

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

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

3.3 Research Working Group

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

http://www.md.utoronto.ca/research-opportunities-mam
Membership of the Research Working Group includes, but is not limited to:

- Academy Director, MAM
- Manager, Student Services, THP
- Senior Librarian, Health Sciences Library, THP
- Research Operations Manager, Institute for Better Health, THP
- Research Projects Coordinator, MAM

Please contact the Manager, Student Services for questions pertaining to the Research Working Group.
SECTION 4 – Rules and Regulations

4.1 Faculty – Research Projects

(1) Eligibility

Provided all other criteria are met, projects whose start date for student involvement falls within one of the following time periods will be accepted:

- Winter 2018 (Jan-May)
- Summer 2018 (May-Aug)
- Fall 2018 (Sept-Dec)

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

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

(2) Proposal process

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

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

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

(3) Selection process

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

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

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

4.2 Students

(1) Eligibility

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

MAM students can access the Repository on Portal or THPhub. If you are not a MAM student, please contact the Coordinator for access to the Repository.

(2) Expectations

By accepting a research or QI opportunity, you have committed to giving your time and abilities to the project. Students are expected to honour that commitment. Students should determine the details of their hours and role with the supervisor directly.

(3) Application and registration process

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

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

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

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

- UME Trainee Health and Safety Supplemental Guidelines – Personal Safety and Occupational Hazards
- University of Toronto (U of T) Code of Student Conduct
- U of T Standards of Professional Practice Behaviour for all Health Professional Students
- U of T Standards of Professional Behaviour for Medical Clinical Faculty
- College of Physicians and Surgeons of Ontario (CPSO) Professional Responsibilities in Undergraduate Medical Education
- CPSO Delegation of Controlled Acts
- Policies, both internal and external, that Trillium Health Partners adheres to

4.4 Resources

(1) Institute for Better Health

The Institute for Better Health (IBH) at THP supports staff, physicians, and learners to translate their ideas into research, providing guidance and expertise in reviewing research agreements and grant proposals, and Research Ethics Board submissions. The IBH’s team includes scientists and research associates from various specialties, project managers, research operations analysts, and more.

The IBH is comprised of five functional areas:

- Research Operations – Research Services, Policies and Procedures
- Project Management – IBH Research Support
- Data Discovery – Big Data Analytics and Artificial Intelligence
- Innovation and Discovery – Early Discovery and Pilot Projects
- Knowledge Translation and Engagement – Connect, Enable, and Share Research

To learn more about IBH and the available supports, please visit the individual functional area webpages hyperlinked above, or visit the IBH homepage.

(2) CREMS and other funding

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

http://www.md.utoronto.ca/research-opportunities-mam
funding to support a student stipend, with the supervisor and the CREMS Office contributing to the stipend.

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

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

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

(3) THP Library

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

Email: THPhealthscienceslibrary@thp.ca

Locations:

Mississauga Hospital
Brayley Library
J-Wing Ground Floor
Hours: Mon-Fri 7:30-3:30
Phone: 905-848-7394

Credit Valley Hospital
MacDonald Library
Level 0, Wing A, Room 0A210
Hours: Mon-Fri 8:30-4:30
Phone: 905-813-2411