

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

Fall 2016

Table of Contents

Table of Contents	2
1 Introduction	4
2 MD/PhD Class Council	5
3 MD/PhD Events (and Expectations)	6
4 Transition from MD to PhD	8
5 Optimizing Your Time As a PhD Student	14
6 Financial Matters	16
7 Transition from PhD to MD	19
8 Canadian Resident Matching Service (CaRMS) and completion of MD	24
8.1 Year 4 of the MD degree	24
8.2 ERAS (US Electronic Residency Application Service)	30
9 Resources for MD/PhD students	33
9.1 Academic support.....	33
9.2 Career development	34
9.3 Crisis resources.....	36
9.4 UME Red Button	36
9.5 Family and diversity resources	37
9.6 Financial support.....	39
9.7 Health and wellness.....	41
9.8 Housing	43
9.9 Key Contacts	44
9.10 Miscellaneous	45
9.11 Good papers to read relevant to clinician scientist training	45

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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 Social 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 MD/PhD Class Council

The MD/PhD Class Council is the student-elected governing body that represents the interests of the MD/PhD class to the Faculty of Medicine and University of Toronto, links MD/PhD students to student-led initiatives in the Medical School and abroad, advocates on students' behalf to the Program Director and organizes mentorship and social events for students' benefit. The Council is comprised of MD/PhD students from all years of the program that are elected by their peers. Positions include: President, President-Elect, Social Representatives, Mentorship and CITAC representatives, Newsletter ("Pair-O-Docs") editors, the "Pharmacology-You-See" textbook representatives, Medical Student Research Day representative and Year Two Class Council representative. A complete description of each position's responsibilities can be found in the MD/PhD Class Council Constitution online (http://mdphd.utoronto.ca/wp-content/uploads/2014/08/MD-PhD-Class-Council-Constitution_v1-6.pdf). Events organized by the Class Council include: a graduate award application workshop, Transition Mentorship Nights (MD-to-PhD, PhD-to-MD), the annual MD/PhD Town Hall Meeting, the Longitudinal Mentorship Program, the biennial MD/PhD Mentorship Symposium and the biennial MD/PhD program retreat.

Students are strongly encouraged to get involved with the MD/PhD Class Council and take an active role in shaping the Program by joining this dynamic team. Elections typically occur during the summer and information with regards to the elections will be sent via the listserv.

Apart from the listserv, two other ways to connect with the MD/PhD class are via the MD/PhD Facebook and LinkedIn groups (<https://www.linkedin.com/groups/University-Toronto-MD-PhD-Students-8426400/about>).

3 MD/PhD Events (and Expectations)

MD/PhD Student Seminars

One to two times per month a student from the MD/PhD program presents their research to their fellow trainees in an informal setting. Students are asked to keep their talks to a maximum of twenty minutes in order to leave ample time for discussion. This informal seminar series is an excellent opportunity for students to showcase the work that they have done and the direction their research is taking. Each student will present at least twice during their time in the MD/PhD program. Occasionally following the student talk, a clinician scientist faculty member from the University of Toronto will give a brief overview of their training path and research program followed by time for questions from students. The established physician scientist may also highlight issues around professional development, career path, barriers to success and future challenges. Together, the two talks provide an excellent opportunity for students to appreciate the quality and breadth of research being conducted by MD/PhD trainees and clinician scientists at the University of Toronto. Students that are not presenting are expected to attend seminars to support their peers and engage the faculty member that has donated their time to present. Attendees are also invited to submit anonymous, structured feedback to the trainee presenting their work. MD/PhD students in the clinical phase of their MD training are not expected to attend but are very welcome. After the seminar students are treated to a complimentary dinner (alcoholic drinks not included) at a reasonably priced restaurant close to campus. The dinners are social events that provide a great opportunity to meet other members of the program across all stages of training.

Clinician Investigator Trainee Association of Canada (CITAC) Annual General Meeting

CITAC is a national organization that promotes the interests of clinician investigator trainees. This not only includes MD/PhD students from across Canada but also MD/MSc, Surgeon Scientist and Clinician Investigator (CIP) trainees. Every year CITAC holds an annual general meeting in the fall that students in our program are strongly encouraged to attend. The AGM consists of an update on the state of the association, student scientific presentations, a poster session and workshops on a range of topics related to career and personal development. Prominent clinician scientists from across Canada are also invited to speak.

Membership to CITAC is complementary and registration, accommodation and travel (if necessary) to the AGM is typically subsidized by the MD/PhD program. The opportunity to present your scientific work, network with other clinician investigators and trainees, and a chance to obtain valuable career advice makes this an important meeting to attend.

Medical Student Research Day (MSRD)

MSRD is an annual one-day conference (typically held in January) that brings together students, researchers and faculty from University of Toronto and provides a platform to showcase student research during the year. There are close to 200 posters presented each year spread across 9 different categories ranging from basic and clinical science to

determinants of community health. In addition to posters, there are oral presentations and keynote speeches. MD/PhD students are expected to present in their respective category and first year students may choose to present research conducted prior to entering the program. Alternatively, MD/PhD students can also help organize this event by becoming the MD/PhD student rep on the MSRDC planning committee (elected as part of the MD/PhD Class Council).

MD/PhD Longitudinal Mentorship Program

Incepted in fall 2013, the MD/PhD Longitudinal Mentorship Program (LMP) strives to promote and foster mentorship for MD/PhD trainees. Each academic year, interested trainees can apply and are matched with mentors including alumni of the MD/PhD program, alumni of the MD program practicing as clinician scientists, alumni of a clinician investigator residency program, or Toronto-based established clinician-scientists. The matching process ensures that mentees' particular needs and research and career interests can be met and addressed. The trainee application deadline is in early August preceding the mentorship program period, which is from October to April. Throughout the program period, mentees and mentors are encouraged to meet as often as possible, with a minimum of three meetings.

As part of the LMP, the inaugural MD/PhD Mentorship Symposium took place in April 2012 to emphasize the importance of mentorship during training as a clinician-scientist. The second bi-annual symposium took place in April 2014, and the symposium will continue to take place and provides another mentorship and networking opportunity for University of Toronto MD/PhD trainees.

For more information, please contact Mentorship Program Representatives and Morgan Tilley, University of Toronto Office of Advancement (morgan.tilley@utoronto.ca).

Students will receive additional information about the above events and others through the MD/PhD listserv and/or the MD/PhD Facebook page.

Graduate Courses and Research Pathways for MD/PhD Students prior to entering a full-time PhD Program

The following are the pathways you may use to engage in graduate work prior to entering full-time PhD studies. In all cases, make sure that Dr. Rosenblum and Kendra Hawke are aware of your plans.

Apply to a PhD Program

Students who have selected a PhD program and supervisor may apply and be a registered student in this program during their MD program. This is the clearest path to integrating your MD and PhD studies in order to move ahead with your academic program, as efficiently as possible.

Advantages

- You can design your PhD program with your supervisor, and be certain that the courses you are taking will count towards your PhD.
- You will have a head start on your PhD program by taking courses, required training, and/or completing research in advance of your full-time start date.

Important Reminders

Make sure that your supervisor knows:

- The specific date that you expect to start full-time PhD studies, for example, May 2017, or September 2017
- Their funding obligations will not begin until you are a full-time PhD student (have exited the MD program)

Process

You are able to apply as early as during your first term of your MD program, through consultation with the MD/PhD Director, and the graduate unit.

Please see pages 11 and 14 of the [MD/PhD Student Handbook](#) for the all steps and tips for finding a graduate supervisor. You can find more information on finding a supervisor at the School of Graduate Studies website:

<https://www.sgs.utoronto.ca/currentstudents/Pages/Find-a-Supervisor.aspx>

MD/PhD CREMS Summer Research Program

If you are not certain of your plans for your PhD, and prefer to use this time to explore your options, you may take advantage of the MD/PhD CREMS Program.

Advantages

- Provides a research experience, without the commitment of a PhD

Process

Students are expected to seek out a mentor and project that is related to your goals as a clinician scientist. Students may participate in projects under the supervision of faculty in another institution (within Canada or the U.S.). However, a University of Toronto co-supervisor would be required, and a Supervisor/Student Agreement Form signed by all successful participants. This ONLY applies to work being performed in Toronto.

Once you have found a project, please ask your proposed supervisor to complete and submit the supervisor information form and submit to the CREMS Programs Office. The proposal will be reviewed by the Director of CREMS and the Director of the MD/PhD program for approval. Please visit the CREMS website for forms and due dates.

Register in a Graduate Unit as a Non-Degree Student (Special Student)

It is possible to take graduate-level courses prior to applying to a full-time PhD program. You must select a specific program where you wish to take graduate courses. You can then contact Kendra Hawke with the program name, and she will assist you with an application to that unit as a non-degree graduate student.

Advantages

- You may explore graduate-level courses in order to gauge your interest in the subject

Important Reminders

- These courses will not automatically apply to your PhD.
- The number of courses that can be transferred into a graduate program is no greater than 25% of that program. For example, if your program requires 10 courses, a maximum of 2 courses can be transferred into your program.
- Regular doctoral stream students will have registration priority over non-degree students.
- Initial contact with graduate units regarding this process must be initiated through the PST Program Manager (Kendra Hawke).
- After the process is initiated by the PST Program Manager, you should meet with the unit's Graduate Coordinator, in order to be advised on the most appropriate courses relating to your future academic goals.
- Students who apply to SGS for non-degree registration pay an application fee. When you apply to SGS for a full-time graduate program at a later date, this fee will be waived. Please contact the PST Program Manager (Kendra) when it comes time to make this second SGS application.

Process

Review the graduate units that you are considering and narrow them down to one or two, based on the courses that you wish to take. Once you have decided on a unit, discuss with Kendra Hawke.

Please note that you must officially transfer of any courses taken as a non-degree student into your graduate program. Once you are admitted to a degree program, your supervisor must include any courses completed during your time as a non-degree student in your program plan. You must contact your graduate administrator to complete paperwork to officially transfer these courses into your graduate program. This must be approved by your supervisor and the program chair.

Graduate Units

The following graduate units have agreed to consider this type of registration, on a case by case basis. If a unit is not on this list, it is because they have not been approached. Please contact Kendra Hawke if there is a graduate unit you are considering that is not listed here:

- IBBME
- IHPME
- Immunology
- IMS
- LMP
- Molecular Genetics
- Physiology

Specific Recommendations for those considering IMS as a non-degree student, from IMS:

Students interested in advancing their research prior to starting full-time graduate studies at IMS do not need to be registered in the program to do so. There are several time-consuming tasks required prior to registration - e.g. identifying the most suitable supervisor and having fulsome discussion about project options in the lab; completing animal, ethics, biosafety and/or radioisotope certification; preparing a detailed research proposal; filing a REB protocol; learning the wet lab techniques you will need; or, preparing a literature review on the topic of the planned thesis. Completing these tasks will better prepare you for your graduate admission interviews. This is especially important for those who do not hold a MSc, and wish to apply for PhD (direct) admission.

4 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 current for the 2016-2017 year 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. 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? How many years is it taking students in their area to complete their degrees?
- 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) at Student Financial Services to discuss financial planning and OSAP application (most students qualify for some kind of assistance).

In interviews with potential supervisors, these questions might be helpful:

- 1) What are the available projects? (ensure these align with your interests)
- 2) Do you have an outline for the first paper you expect to be published from my potential project?
- 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?)
- 4) What support resources exist? (e.g., assistance with troubleshooting)
- 5) How many/which conferences do your graduate students attend every year?
- 6) What are previous graduate students from your research group doing now?
- 7) Have you supervised an MD/PhD student before? (gauge support for career path and timeline)
- 8) How is the research currently funded?

Year 1 – WinterDecide 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 (In 2015: March 27th. The 2016 deadline will be posted in January or February).
<http://www.md.utoronto.ca/program/research/CREMS/Program/summerresearch.htm>

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

- Deadlines vary by department. The following are the **deadlines** for PhD Programs beginning in September 2017:

Institute	Application Due Date	Website for More Information
Institute of Biomaterials & Biomedical Engineering	February 13 th 2017	http://ibbme.utoronto.ca
Institute of Health Policy, Management and Evaluation	November 15 th 2016	http://www.ihpme.utoronto.ca
Institute of Medical Sciences	February 1 st 2017 (early deadline) June 1 st 2017 (final deadline)	http://www.ims.utoronto.ca/Page4.aspx
Laboratory Medicine and Pathobiology	February 1 st 2017 (early deadline) June 1 st 2017 (final deadline)	http://www.lmp.utoronto.ca
Medical Biophysics	May 15 th , 2017	medbio.utoronto.ca
Molecular Genetics	November 15 th 2016 (early deadline) May 1 st 2017 (final deadline)	http://www.moleculargenetics.utoronto.ca/index/

- You must provide all information requested, including (more!) reference letters and there is a fee (\$120 per department).
- Many PIs are cross-appointed, so you can choose the degree program with the complement of courses that align most closely with your learning goals.
- There are upper year students in all of the departments listed above. If you have questions please feel free to contact other students in the program in your department of interest.

Year 1 – Spring

Arrangements for Leaving MD Program

- Notify academy directors and Janet Hunter, Director of Enrolment Services & Faculty Director of Enrolment Services & Faculty Registrar, to ensure that they are aware you will not be attending group-based learning sessions next year.
- 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 course selection, potential timeline and expectations.

Year 2 – Fall

- With supervisor (as appropriate), choose members of a Program Advisory Committee (PAC). Note: In some programs, this is not done until a thesis proposal is developed.
- 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., currently relocated to 702 Spadina St. during renovations) or the Undergraduate Medicine Admissions and Awards office (while in the MD phase).

Health Insurance:

- While in medical school health and dental coverage is offered under the Undergraduate Student's Union; in graduate school health and dental coverage is offered under the

Graduate Student's Union. These plans offer slightly different coverage so it's important to look over the policies.

- During MD: UofT Student's Union (<http://utsu.ca/health/>).
- During PhD: Graduate Student's Union (<http://www.utgsu.ca/insurance/>).

5 Optimizing Your Time As a PhD Student

Getting Started & Important Timelines

- 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). However, some departments (e.g. LMP) do not require the completion of a qualifying exam for direct entry students. It is important to check for your individual requirements within your specific department.
- If enrolled in MSc. first, you must complete a transfer exam within 18 - 24 months. Please notify Kendra Hawke when you have made this transfer into a PhD program.

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). Consider booking an appointment with the OHPSA Academic Coach and Educational Consultant, Nellie Perret, to help with the academic transition.

- 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 setting up a monthly dinner with your MD/PhD cohort to stay connected. Your peers are an invaluable resource at this stage because they are going through a similar transition.
- Consider how involved you want to remain in medical school activities – speak with other MD/PhDs about their experiences.
- Consider getting involved with the MD/PhD class council to feel more connected with your peers.
- 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:

- Connect with your MD/PhD Student mentor (assigned to you in first year).
- 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 Kendra Hawke 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://ohpsa.utoronto.ca/>).
- 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.

6 Financial Matters

NB: Please note that this information is current as of Fall 2016, and is subject to change. Speak to Kendra Hawke (MSB 2256, kendra.hawke@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 (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 the 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 guaranteed level of support is \$30,000 per year for those entering in 2013 and prior, and \$32,000 per year for those entering 2014 and onwards.

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

OSAP (and other provincial student loans)

Students are often eligible for student loans in the first two years and the last three years of the MD/PhD Program. It is worth applying for student loans at these time points.

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

TA Positions

- During the PhD phase of the program, students often take the opportunity to TA courses offered through the University of Toronto. TAing provides the opportunity to gain teaching experience, to review basic concepts in your field, and to have an additional source of income. However, TA positions can also take up a lot of time.
- TA positions require varying time commitments and it is an important variable to consider when applying. Due to the time commitment, some supervisors prefer not to have their students TA during their graduate degree. Therefore, it is often a good idea to check with your supervisor prior to applying for TA positions.
- TA positions can be found in several different ways:
 - TA positions are usually advertised on department websites in the spring of the previous year and individual departments will often send out an email advertising various TA positions to their own graduate students.
 - TA positions are often found through networking with professors, supervisors and/or upper year MD/PhD Students. Many of the upper year

students have had TA positions and are valuable resources for advice in terms of which positions to take and how to find them.

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.

It is important to inform Kendra in the MD/PHD Office of any change to your funding, such as new awards, a change in program status (Msc to PHD), and other issues related to funding. For those entering the 8th year of the program, speak to Kendra about your tuition payments.

7 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.

Students transition into the MD program must either have a defense scheduled, or submit a PhD Completion Form, signed by their PAC, to the MD/PhD Program office. This form confirms that a complete draft of the thesis has been submitted to the supervisor, and is due in mid-August.

A year prior to re-entering MD:

- 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 (medical studies/training for a new academic year resume in late August of each year).
- 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 <http://ohpsa.utoronto.ca/>).
- Talk to the Director of Enrolment Services & Faculty Registrar, Janet Hunter (registrar.medicine@utoronto.ca) about your plans to re-enter.
- Tell Kendra Hawke and Dr. Rosenblum about your re-entry plans (kendra.hawke@utoronto.ca).

In April prior to re-entering MD:

- Review the [PhD Completion Report](#) with your supervisor to make sure that you are on track to have this form signed and submitted by your PAC, by mid-August.
- Attend “Transition to MD” seminar organized by MD/PhD program.
- You may want to schedule time to meet with Preclerkship Director, Dr. Pier Bryden to discuss changes to the MD Program and expectations of the upcoming year.
- Email the grad secretary/administrator of your department to a) set up a meeting with one of the Graduate Coordinators and b) figure out with him/her all the paper work you need. This way, you avoid unpleasant surprises about degree requirements you might have missed.
- Ask Janet Hunter (registrar.medicine@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.

- Contact the coordinator of the SCORE program (Dr. Shauna Phillips, shauna.phillips@utoronto.ca) to set up clinical skills 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 over June and July and end before the formal second-year curriculum begins in August). In terms of time commitment, sessions occur once a week for 2-3 hours with ~1-2 hours of recommended self-study/reading to prepare prior to each session. SCORE is meant to cover all the skills covered in the first year clinical skills curriculum (ASCM I). While you will receive helpful feedback, you are not evaluated in any way during the SCORE program; it is meant to review and develop your clinical skills.
- Visit Bill Gregg in the Student Financial Services Office (MSB Rm. 2135; 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 clinical skills review sessions in the spring - you can always drop out later if you decide to re-enter the following year.

In July prior to re-entering MD:

- If you have not already, start the SCORE clinical skills review.
- If you have not already, fill in the PhD Completion Report (available on the MD/PhD program website www.mdphd.utoronto.ca, under “Program Documents”), have it signed by your supervisor and graduate coordinator, and submit it to the MD/PhD office.
- Contact registrar.medicine@utoronto.ca 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 to request this of Metro Police. ***Note:** this can take up to 10 weeks to process; and the results **must** be submitted to the UME Enrolment Services by late September.
 - Ask to be provided with access to the Portal as a 2nd year medical student.
 - Get signed up to the 2nd year academic listserv (if you are not already).
- Meet your Academy Director and his/her secretary to:
 - Introduce yourself
 - Make sure that they know that you are re-entering
 - Reassure them that you have been following the clinical skills review program with the SCORE supervisor since the spring
 - Get your hospital badge
 - Get your hospital library card
 - Get the codes/access to the hospital lounge
 - Get access to hospital bicycle room (if required)

- Get Infection Control training and mask test fitted
- Confirm with Kendra Hawke that you are re-entering (even if you are unsure, remember that you can drop out if necessary at a later time).
- Contact mark.wlodarski@utoronto.ca to get a locker.

In August prior to re-entering MD:

- If you have not scheduled your defence, submit your signed [PhD Completion Report](#) to the MD/PhD Program office
- Confirm that you have access to MedSIS and Portal (if you do not, return to the UME Enrolment Services).
- 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 UME Enrolment Services).
- You must remain a registered Graduate Student until you defend, along with being a registered MD student. Make sure you have completed all paperwork required for your graduate registration, such as reporting your funding.
- Try to attend the 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 Mount 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.

- 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).
- Meet with the OHPSA (Office of Health Professions 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) 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 re-enter MD:

- DON'T PANIC!
- Make sure that you are enrolled in your courses in MedSIS (if you are not, return to the UME Enrolment Services).
- Check the weekly schedule for your classes on MedSIS. This will tell you where you need to be for each class/seminar. Your locker information will also be posted here in case you forget it.
- 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 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 UME Enrolment Services 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.
- Confirm that you have security card access to the Medical Sciences Building, the medical student lounge in the Stone Lobby, and the medical student study space (263 McCaul St, 5th floor) (if you do not, return to the UME Enrolment Services).
- Get signed up to the MedSoc Portal group.
- Career information sessions will be offered throughout the fall term at lunch hour – attend if you can. The OHPSA will email the schedule to you via the listserv (if not, contact career counsellor, Nancy Dunlop - nancy.dunlop@utoronto.ca). Consider booking an appointment with the OHPSA Academic Coach, Nellie Perret (n.perret@utoronto.ca), to help with the academic transition.

NB: 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 UME Enrolment Services. 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.
- In 2014-15, Determinants of Community Health (DOCH) 1 and DOCH 2 were discontinued and replaced with Community, Population and Public Health (CPPH) 1 and CPPH 2.
- In 2015-16, the Health Sciences Research (HSR) course began in second year of the MD program. In 2016-17, HSR will be mandatory courses in first and second years. Beginning in 2016-17, the Preclerkship curriculum will be comprehensively revised for first year students and renamed the “Foundations Curriculum”. For details about this, please visit <http://foundations.md.utoronto.ca/>. The second year of this curriculum will roll out in 2017-18. To understand the impact of this on you, please contact Dr. Pier Bryden, Preclerkship Director.
- Interprofessional Education (IPE)
 - Any of the MD/PhD students who started in 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).
 - See updated requirements on the website (<http://www.md.utoronto.ca/program/competencies/collaborator.htm>)

Additional advice from upper year MD/PhD Students:

- Don't stress out about exams. You are much smarter than you realize and exams are pass/fail.
- Everyone is worried about clinical skills. Don't worry. Your classmates on average remember stuff from first year just as much as you do.

8 Canadian Resident Matching Service (CaRMS) and completion of MD

8.1 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 8.3 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 8.2.

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 (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 and/or Mentors through the Longitudinal Mentorship Program). 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:

- 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 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 may be able to be done by the current registrar. 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.

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 the registrar (or other notary) 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. 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 2-5 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; seek out wellness services at OHPSA to help you stay grounded and focused.

- 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 Nancy Dunlop (OHPSA), at the Career Centre.
 - 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:

- *Canadian Medical Residency Guide:*
http://www.med.uottawa.ca/Students/careerplanning/assets/documents/Canadian_Medical_Residency_Guide.pdf
- Careers in Medicine website: www.aamc.org/students/medstudents/cim
- McGill Faculty of Medicine Undergraduate Career Planning Office:
www.medicine.mcgill.ca/careerplan
- See career development resources (page 31)

For questions related specifically to your application, please contact the UME Enrolment Services (registrar.medicine@utoronto.ca)

8.2 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 (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 the Director of Enrolment Services & Faculty Registrar by September 1st (at the latest) because US deadlines can fall in September.

8.3. 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 UME Enrolment Services 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). The Director of Enrolment Services & Faculty Registrar 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.

9 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.

9.1 Academic support

Student Assistance	<ul style="list-style-type: none"> • 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/student-assistance
Office of Health Professions Student Affairs: Learning skills counseling	<ul style="list-style-type: none"> • Private, confidential, individual counselling and resources 	http://www.md.utoronto.ca/OHPSA To book an appointment, contact OHPSA main office: 416-978-2764, or email ohpsa.reception@utoronto.ca
U of T Academic Success Centre	<ul style="list-style-type: none"> • Learning skills counsellors, workshops for graduate students • Koffler Student Services Centre 	www.asc.utoronto.ca 416-978-7970, mail.asc@utoronto.ca
Graduate Students' Union: Academic life section	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Graduate supervision guidelines (including questions to ask potential supervisors), supervisory checklists 	http://www.sgs.utoronto.ca/currentstudents/Pages/Find-a-Supervisor.aspx
School of Graduate Studies: Essential Grad Guide	<ul style="list-style-type: none"> • A handbook about graduate studies at the UofT 	https://www.sgs.utoronto.ca/Documents/EssentialGuideforGrads.pdf
Phinished	<ul style="list-style-type: none"> • Online resource/discussion forum for graduate students during thesis-writing phase 	www.phinished.org
English Language and Writing Support	<ul style="list-style-type: none"> • Advanced training in academic writing and speaking • Non-credit courses, single-session workshops, individual writing consultations, writing intensives, additional resources 	http://www.sgs.utoronto.ca/currentstudents/Pages/English-Language-and-Writing-Support.aspx

9.2 Career development

Office of Health Professions Student Affairs: Career counselling	<ul style="list-style-type: none"> • 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 	http://www.md.utoronto.ca/OHPSA To book an appointment, contact OHPSA main office: 416-978-2764, ohpsa.reception@utoronto.ca
Careers in Medicine	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Online resource to assist with selection of a residency program 	http://medicine.dal.ca/content/dam/dalhousie/pdf/faculty/medicine/departments/core-units/student-affairs/RBC-2011-Canadian-Medical-Residency-Guide.pdf
McGill Faculty of Medicine Undergraduate Career Planning Office	<ul style="list-style-type: none"> • Online career planning resource for undergraduate medical students 	www.medicine.mcgill.ca/careerplan
The Physician-Scientist's Career Guide	<ul style="list-style-type: none"> • By Mark J. Eisenberg (McGill University), 2011 • Advice and reflections on all stages of the physician-scientist career path 	http://search.library.utoronto.ca/details?7346141 (log in through U of T library system)
CITAC website	<ul style="list-style-type: none"> • Clinical Investigator Trainee Association of Canada • Literature related to clinician-scientist training and careers 	www.citac-accfc.org (under "Resources")
Mentorship	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Tri-Institutional MD/PhD Program Guide (Weill Cornell, Rockefeller, Sloan-Kettering) 	http://weill.cornell.edu/mdphd/pdf/MD-PhD_Student_Guide.pdf
The Student Doctor	<ul style="list-style-type: none"> • Discussion forum for MD/PhD trainees (choosing a 	forums.studentdoctor.net/showthread.php?t=6428

Network: Physician-Scientist Forum	lab, mentoring, translational research, career tracks, etc)	2
U of T Career Centre	<ul style="list-style-type: none"> 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
Graduate Professional Skills Program	<ul style="list-style-type: none"> Develops skills beyond those conventionally learned within a disciplinary program Communication skills, personal effectiveness, teaching competency, research-related skills 	http://www.sgs.utoronto.ca/currentstudents/Pages/Professional-Development.aspx
Entrepreneurship 101	<ul style="list-style-type: none"> Canada's largest live and online entrepreneurship course Covers fundamentals of starting and building a new venture: testing the market, designing a business model, organizing finances, recruiting talent etc. 	https://www.marsdd.com/entrepreneurship-101/
Apollo Society, Toronto	<ul style="list-style-type: none"> Toronto chapter of an international collaborative project with the aim of helping medical students develop the skills, knowledge and experience that will support a career in the field of translational medicine 	www.facebook.com/apollotoronto apollosociety.eu apollotoronto@gmail.com

9.3 Crisis resources

(strictly confidential and free-of-charge; 24/7 unless otherwise indicated)

PAIRO 24 hour helpline	<ul style="list-style-type: none"> • Crisis intervention and referrals for medical students and residents 	1-866-HELP-DOC (1-866-435-7362) http://www.myparo.ca/24_HOUR_Helpline
U of T Community Safety Office	<ul style="list-style-type: none"> • Provides free and confidential consultation, support and referrals to individuals concerned about personal safety (e.g., stalking, harassment, sexual assault, family violence, thoughts of suicide) • List of emergency resources for 3 U of T campuses 	416-978-1485 (business hours) www.communitysafety.utoronto.ca www.communitysafety.utoronto.ca/emergency.htm
U of T Campus Community Police	<ul style="list-style-type: none"> • Respond to emergencies on campus and make referrals to community services 	416- 978-2222 www.campuspolice.utoronto.ca
Toronto Distress Centres	<ul style="list-style-type: none"> • Emotional support, crisis intervention, referrals to emergency services 	416-408-HELP (4357) www.torontodistresscentre.com
Gerstein Centre Crisis Line	<ul style="list-style-type: none"> • Crisis intervention related to mental health concerns 	416-929-5200 or in-person (100 Charles St. E) www.gersteincentre.org
Assaulted Women's Helpline	<ul style="list-style-type: none"> • Support, counselling, referrals (anonymous) 	Toll-free: 1-866-863-0511 www.awhl.org
Victim Support Line (Ont.)	<ul style="list-style-type: none"> • Information about criminal justice system, referral to support services 	Toll-free: 1-888-579-2888 (7 days/week, 8 am-10 pm) www.attorneygeneral.jus.gov.on.ca/english/about/vw/vsl.asp

9.4 UME Student Assistance

Student Assistance	<ul style="list-style-type: none"> • A quick reference guide to various emergency or crisis situations for medical students at the UofT including what to do if you or a friend are experiencing a crisis. 	http://www.md.utoronto.ca/student-assistance
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9.5 Family and diversity resources

U of T Family Care Office	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Resources for LGBTQ students and staff Addresses discrimination based on gender and sexual diversity 	http://sgdo.utoronto.ca/ 416-946-5624, j.tate@utoronto.ca
GLBT Medical Students of Canada	<ul style="list-style-type: none"> 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/glbmeds glbtmeds@yahoo.com
U of T Anti-racism and Cultural Diversity Office	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Accessibility services, Hart House Accessibility Fund, financial Assistance, Library resources, Intercampus transportation 	discover.utoronto.ca/students-with-a-disability
Students for Barrier-Free Access	<ul style="list-style-type: none"> Student organization that advocates for equity, access, rights of Disabled students at U of T Resource centre, workshops, peer mentoring, social events 	http://uoftsba.com 416-967-7322, sba@utoronto.ca

U of T Status of Women Office	<ul style="list-style-type: none"> • Addresses gender equity for women students, staff and faculty through initiatives, mentoring, research, education and policy 	www.status-women.utoronto.ca 416.978.2757, status.women@utoronto.ca
U of T Multifaith Centre	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Women in Medicine, Diversity in Medicine, Black Medical Students Association, Medical Christian Fellowship, Jewish Medical Students Association, Muslim Medical Student Collective, etc 	http://uoftmeds.com/ (under “Groups”)
Graduate Students’ Union: Student issues section	<ul style="list-style-type: none"> • Resources related to family, women’s organizations, sexual harassment, LGBTQ, housing, equity, accessibility 	https://www.utgsu.ca/committees-caucuses/

9.6 Financial support

Undergraduate Medical Education: Awards and financial aid	<ul style="list-style-type: none"> • Information about fees, deferrals, scholarships, financial aid (loans, bursaries, grants) • Webinars about loans, bursaries, awards, money management, loan repayment 	http://www.md.utoronto.ca/finances-awards
U of T Medical Alumni Association	<ul style="list-style-type: none"> • Interest-free loans, bursaries/awards, elective transportation grants 	www.maautoronto.ca/StudentSupport/FinancialAssistance/tabid/65/Default.aspx
Canadian Medical Association: MD Physician Services	<ul style="list-style-type: none"> • 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; OMA advantages 	<p>https://mdm.ca/physician-life-stages/students Contact: 1-866-243-9505</p> <p>http://www.cma.ca/En/Pages/member-benefits.aspx ;</p> <p>https://www.oma.org/Benefits/Pages/OMAAvantagesProgram%28AffinityandDiscounts%29.aspx</p>
School of Graduate Studies: Money Matters	<ul style="list-style-type: none"> • 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 	<p>http://www.sgs.utoronto.ca/currentstudents/Pages/Financing-Your-Graduate-Education.aspx</p> <p>http://www.sgs.utoronto.ca/currentstudents/Pages/Financial-Aid-and-Counselling.aspx</p> <p>http://www.sgs.utoronto.ca/currentstudents/Pages/Scholarships-and-Awards.aspx</p> <p>www.studentawards.com,</p> <p>www.scholarshipscanada.com</p>
ResearchNet	<ul style="list-style-type: none"> • Funding Opportunities Database contains information pertaining to active funding 	http://www.researchnet-recherchenet.ca

	opportunities in Canada	
Graduate Students' Union: Funding section	<ul style="list-style-type: none"> Resources related to scholarships, loans, work, SGS emergency grant, travel/conference grants 	www.utgsu.ca/funding
Teaching assistant positions	<ul style="list-style-type: none"> Human Biology Program Physiology Department Anatomy 	www.hmb.utoronto.ca/index.php?q=node/91 http://www.physiology.utoronto.ca/teaching-assistantships-opportunities http://anatomy.utoronto.ca/contact.htm Inquire with your home department for more opportunities
U of T Financial aid	<ul style="list-style-type: none"> Financial counselling, budget tools 	http://www.adm.utoronto.ca/financial-aid/ 416-978-2190

9.7 Health and wellness

U of T Health Service	<ul style="list-style-type: none"> • Comprehensive medical care, referrals, immunizations, travel health, allergy care, sexual health, nutrition counselling, etc. • Online resources related to health and wellness 	http://healthservices.utoronto.ca/Main.htm www.healthservice.utoronto.ca
OHIP forms	<ul style="list-style-type: none"> • Application (new to Ontario), health card renewal, change of information, out-of-province/country claims 	www.health.gov.on.ca/en/public/forms/ohip_fm.aspx 1-866-532-3161
Health/dental insurance	<ul style="list-style-type: none"> • U of T Students' Union (during medical school) • Graduate Students' Union (during graduate school) 	http://utsu.ca/health/ ; http://greenshield.ca/sites/student/en/Pages/default.aspx http://www.utgsu.ca/insurance/ ; www.ihaveaplan.ca .
Disability Insurance (OMA)	<ul style="list-style-type: none"> • Customized disability insurance plans for medical students 	http://www.omainsurance.com/Products/Pages/Disability-Insurance.aspx info@omainsurance.com, 1.800.758.1641
Find a family doctor	<ul style="list-style-type: none"> • Health Care Connect (Ont. Ministry of Health & Long-Term Care) • College of Physicians and Surgeons of Ontario "Doctor Search" • Ontario Community Health Centres • See OHPSA site via Portal 	http://www.health.gov.on.ca/en/ms/healthcareconnect/public/ www.cpso.on.ca/docsearch/default.aspx?id=2048 www.health.gov.on.ca/english/public/contact/chc/chcloc_mn.html
Find a massage therapist	<ul style="list-style-type: none"> • Registered Massage Therapists 	http://torontomassage.rmtfind.com/results.asp?CITY=TORONTO
Find a physiotherapist	<ul style="list-style-type: none"> • College of Physiotherapists 	www.collegept.org , info@collegept.org, 1-800-583-5885
Dental/vision discount networks for students	<ul style="list-style-type: none"> • List of dental and vision care providers in Toronto who offer 20-30% discount for certain services/products to students with Greenshield plan 	UTSU (med school): onlineservices.greenshield.ca/studentcentre/Home.aspx?bd=27979 ("Student Discounts") UTGSU (grad school): www.ihaveaplan.ca ("Discover the networks' advantage")
Telehealth Ontario	<ul style="list-style-type: none"> • Free, confidential health advice from registered nurse (24/7) 	1-866-797-0000 www.health.gov.on.ca/en/public/programs/telehealth

Office of Health Professions Student Affairs: Personal counselling	<ul style="list-style-type: none"> • 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 	<p>http://www.md.utoronto.ca/personal-counselling-student-wellness</p> <p>To book an appointment, contact OHPSA main office: 416-978-2764 or ohpsa.reception@utoronto.ca</p> <p>Book online: http://www.md.utoronto.ca/content/book-appointment</p>
U of T Counselling and Psychological Services	<ul style="list-style-type: none"> • Free psychotherapy, assault counselling, pharmacotherapy, group therapy, consultation, workshops • Now coordinated through University of Toronto Health and Wellness 	<p>http://www.studentlife.utoronto.ca/hwc/where-did-caps-go 416-978-8070</p>
OMA Physician and Professionals Health Program	<ul style="list-style-type: none"> • Free counselling for health professionals /students and their families related to substance abuse, mental health, stress, burnout, family, etc 	<p>http://php.oma.org/ Confidential line: 1-800-851-6606; 150 Bloor St. West, M-F 8:45 am-5 pm</p>
ePhysician Health	<ul style="list-style-type: none"> • Canadian Medical Association online health and wellness resource to promote resiliency in physicians' personal and professional lives 	<p>http://ephysicianhealth.com</p>
Find a counsellor, psychologist, psychotherapist (Not covered by OHIP)	<ul style="list-style-type: none"> • Ontario Psychological Association (Referral Service) • Ontario Psychotherapy and Counselling Referral Network • Listing of psychotherapists in Toronto (free consultations) 	<p>www.psych.on.ca, info@psych.on.ca, 416-961-5552 referrals.psychotherapyandcounseling.ca, 416-920-9355 www.therapytoronto.ca, info@therapytoronto.ca, 1-888-972-7348</p>
Grad Minds	<ul style="list-style-type: none"> • Provides resources and services to students (events, workshops, monthly therapy dogs sessions, annual conference) 	<p>http://gradminds.ca/</p>
Mindful moments on campus	<ul style="list-style-type: none"> • Mindfulness workshops, drop-in sessions on campus 	<p>https://www.studentlife.utoronto.ca/hwc/mindfulness</p>
Hart House Massage	<ul style="list-style-type: none"> • Free Shiatsu mini massages on Mondays at Hart House 	<p>http://harthouse.ca/massage-mondays/</p>

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9.8 Housing

U of T Student Housing Service	<ul style="list-style-type: none"> • Listing of U of T (e.g., Graduate House), affiliated (e.g., Massey College), and non-affiliated (e.g., Campus Co-op) residences • Rental housing search • One-on-one assistance for housing searches or crises • Practical information about life in Toronto 	www.housing.utoronto.ca housing.services@utoronto.ca, 416-978-8045
On-campus U of T Graduate Housing Options	<ul style="list-style-type: none"> • Variety of housing styles (suite—Graduate House; apartment—Student Family Housing; dormitory—Knox, Wycliffe, Massey) • Some include meal plans • Application deadlines vary (typically spring before school year) 	http://gradhouse.utoronto.ca http://www.knox.utoronto.ca http://www.masseycollege.ca http://www.studentfamilyhousing.utoronto.ca/Page31.aspx http://www.wycliffecollege.ca/residence
Toronto rental housing websites	<ul style="list-style-type: none"> • View It • Toronto Star Classifieds • Toronto Rentals 	www.viewit.ca www.thestar.com/classifieds www.torontorentals.com
Federation of Metro Tenants' Association Hotline	<ul style="list-style-type: none"> • Free hotline for information about tenants' rights 	416-921-9494, M-F, 8:30 am-6 pm hotline@torontotenants.org http://www.torontotenants.org/services/hotline
Ontario Landlord and Tenant Board	<ul style="list-style-type: none"> • Information about tenants' rights 	http://www.ltb.gov.on.ca/en/
Downtown Legal Services	<ul style="list-style-type: none"> • Free legal services provided by supervised U of T law students • Includes landlord-tenant issues and university affairs 	http://downtownlegalservices.ca 416 934-4535

9.9 Key Contacts

MD/PhD Program	Location: Medical Sciences Building, Room 2256 Director: Dr. Norman Rosenblum, norman.rosenblum-at-sickkids.ca Administrative Director: Kendra Hawke, kendra.hawke-at-utoronto.ca Program website: http://www.md.utoronto.ca/mdphd ; mdphd.program@utoronto.ca
Faculty of Medicine Director of Enrolment Services & Faculty Registrar	Location: Medical Sciences Building, Room 2124 Director of Enrolment Services & Faculty Registrar: Janet Hunter, registrar.medicine@utoronto.ca
Faculty of Medicine Student Financial Services	Location: Medical Sciences Building, Room 2124 Associate registrar: Bill Gregg, bill.gregg@utoronto.ca , 416-946-0739
Office of Health Professions Student Affairs	Location: FitzGerald Building, 150 College Street, Rm 121. Reception (General inquiries or to make appointments with counsellors): ohpsa.reception@utoronto.ca , 416-978-2764, or use the online booking form Associate Dean: Dr. Leslie Nickell, leslie.nickell@utoronto.ca Executive Assistant to the Associate Dean: Jason Phillips, ohpsa.admin@utoronto.ca Senior Officer, Service Learning Opportunities & Community Partnerships/Student Life Enrichment: Ike Okafor, ike.okafor@utoronto.ca Website: http://www.md.utoronto.ca/ohpsa/ OHPSA website can now be accessed through Portal
Preclerkship director	Dr. Pier Bryden, pier.bryden@utoronto.ca , 416-978-0655

****Note:** A comprehensive list of contacts relevant to Undergraduate Medical Education can be found at www.md.utoronto.ca/contacts.htm

9.10 Miscellaneous

U of T Medical Society	<ul style="list-style-type: none"> • Information about student government, academics, student life, and forums 	uoftmeds.com
Gradlife at U of T	<ul style="list-style-type: none"> • Workshops, resources, and social events for graduate students 	www.studentlife.utoronto.ca/Student-Resources/Gradlife.htm
Ulife at U of T	<ul style="list-style-type: none"> • Complete listing of recognized campus groups (arts, academic, social, politics, faith, culture, sports, environment, advocacy, etc) 	www.ulife.utoronto.ca/organizations/list/type/all/campus/stgeorge
Comic relief	<ul style="list-style-type: none"> • Piled Higher and Deeper: A grad student comic strip 	www.phdcomics.com
Materials for nurturing scientists compiled by Uri Alon	<ul style="list-style-type: none"> • Good videos and articles on the research process and becoming a scientist 	http://www.weizmann.ac.il/mcb/UriAlon/materials-nurturing-scientists

9.11 Good papers to read relevant to clinician scientist training

Alon, U. (2009). How to choose a good scientific problem. *Molecular Cell*, 35(6), 726–8. doi:10.1016/j.molcel.2009.09.013

Barres, B. A. (2013). How to Pick a Graduate Advisor. *Neuron*, 80(2), 275–279. doi:10.1016/j.neuron.2013.10.005

Raman, I. M. (2014). How to be a graduate advisee. *Neuron*, 81(1), 9–11. doi:10.1016/j.neuron.2013.12.030

