



## NOSM Faculty Appointment and Reappointment Policy v2.1

**Approved By:** Board of Directors

**Responsible Office(s):** Faculty Affairs

**Responsible Officer(s):** Associate Dean, Faculty Affairs

**Effective date:** June 22, 2011

**Supersedes:** November 30, 2012

**Revised:** May 9, 2014

Revised: May 8, 2015

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### 1. Introduction

This document establishes the policy of the Northern Ontario School of Medicine (“NOSM”) in regards to appointment and reappointment, of Faculty, for faculty members outside of the OPSEU Unit 1 bargaining unit. Such faculty members are found in all three academic divisions of the Northern Ontario School of Medicine, herein after referred to as the “School”.

This policy has been implemented to ensure fairness in the process of recommending appointments and reappointments.

The granting of an appointment, including academic rank, to NOSM faculty members by Lakehead University and/or Laurentian University is not intended to imply and does not include the conferring of employment status or membership in the bargaining unit of either University.

Accordingly, this policy applies to NOSM faculty members who were not employees of either Lakehead University or Laurentian University at the time of their appointment to NOSM and, therefore, were not members of the Lakehead University Faculty Association or the Laurentian University Faculty Association.

The policies outlined below do not apply to Lakehead University faculty members or to Laurentian University faculty members who were appointed to NOSM under the secondment agreement or alternative work assignment agreement.

Upon approval by the appropriate University or Universities, in accordance with their rules and procedures, NOSM faculty members will be granted an appointment at Lakehead University and/or Laurentian University, at the same academic rank as their NOSM appointment. NOSM faculty members will receive a letter of appointment from the relevant University or Universities, according to their policies.

For those faculty initially appointed at NOSM, the faculty appointment at Lakehead University and/or Laurentian University is contingent upon the NOSM faculty members’ appointment. Should the faculty appointment at NOSM terminate, the University appointment or appointments will terminate automatically, at the same time.

NOSM, in pursuing its objectives and purposes, subscribes to the principle of academic freedom and to protecting the integrity of research which are articulated in the Academic Freedom and Integrity of Research Policy (Board Policy Manual November 29, 2013).

The School is an open environment for the pursuit of scholarly work. Academic freedom and critical inquiry depend on the communication of the findings and results of intellectual investigation. The School shall not interfere with a faculty member's freedom to publish the results of scholarly inquiry and research, except for limitations imposed by duly constituted research ethics boards.

The School shall expect and encourage each faculty member to participate in, and contribute new ideas to, the promotion of its objectives. Furthermore, it shall respect the right of each Faculty member to disagree with academic or administrative decisions. However, criticism of or advocacy of changes in the policies, programs or administrative practices of the School shall be in the proper academic tradition of reasonable discussion.

Faculty members have the right to freedom of expression, including the right to criticize the government of the day, the administration of the School, the Physician Clinical Teachers Association ("PCTA") and/or the NOSM Faculty and Staff Association ("NOSMFSA").

NOSM faculty members are required to comply with the relevant policies, rules and regulations of NOSM and of either or both Lakehead University and Laurentian University, and to declare any real or potential conflict of interest.

NOSM and its affiliated hospitals are committed to the highest standards of ethical conduct and public accountability in research and clinical practice. NOSM respects the hospitals' role in overseeing the rights and responsibilities of their staff, including those who hold academic appointments at NOSM. NOSM acknowledges the fiduciary obligation of the hospitals with respect to the protection of patients and the maintenance of the highest ethical and clinical standards, pursuant to each hospital's mission and values. Accordingly, NOSM faculty members working part or full time in hospitals are expected to familiarize themselves with both NOSM and hospital policies and are further expected to follow the policy in effect at the institution where the work is being carried out. NOSM faculty members, who believe that doing so puts them in substantive conflict with the policy of the other institution, should consult the appropriate officials and seek clarification of their responsibilities. Academic freedom cannot override the policies of affiliated hospitals with respect to the care of patients or the obligations of NOSM faculty members as Members of the College of Physicians and Surgeons of Ontario and other relevant colleges.

## **2. Appointment Categories**

The appointment categories are used for administrative purposes within the Medical School only, and are not published in the academic calendar.

NOSM faculty members will belong to one of the following appointment categories listed below:

- Joint Appointments
- Stipendiary Appointments
- Visiting Faculty
- Professor Emeritus
- Professor Honorarius
- Cross Appointments
- Cross Appointments within Divisions/Sections

- Senior Academic Administrators

## **2.1 Joint Appointments**

Joint appointments are appointments in which the salary and benefits of the appointee are shared by NOSM and another organization and the work responsibilities are proportioned accordingly.

## **2.2 Stipendiary Appointments**

Initial Stipendiary Appointments, based on academic need, are appointments for one to five years and carry no implication of renewal or continuation beyond the stated term. NOSM will review expiring appointments and renew based on the academic needs of NOSM.

## **2.3 Visiting Faculty Status**

Visiting faculty members are clinical professionals, who have a primary appointment at another Canadian Medical School and who spend less than 50% of their time providing clinical service in Northern Ontario, either as locums or visiting specialists. In recognition of accreditation requirements that faculty members must supervise learners, these individuals, upon application to NOSM and after confirmation of their status at their own institution and with the CPSO, or other regulated health professional body will be recognized as a visiting faculty member. This recognition is based on the Distributed Medical Education Committee of the Council of Ontario Faculties of Medicine (DME-COFM).

## **2.4 Professor Emeritus**

Referring to the Professor, Associate Professor or Librarian Emeritus Policy approved by the Lakehead and Laurentian University Senates respectively.

## **2.5 Professor Honorarius**

Referring to the Professor or Associate Professor Honorarius Policy approved by the Lakehead and Laurentian University respectively.

## **2.6 Cross Appointments**

NOSM faculty members may be involved in the academic activities of a university department or school through a cross appointment. The Lakehead, Laurentian and NOSM Relationship Agreement outlines a protocol for reciprocal recognition of faculty members who make contributions to multiple university departments or schools. The procedure for seeking such an appointment is described in the protocol.

## **2.7 Cross Appointments with Divisions/Sections**

There are occasions when the interests and capabilities of a faculty member are coincident with the requirements and goals of more than one Division or Section. Where sound academic reasons exist, a faculty member may receive a subsequent appointment in the School such that she/he holds associated appointments in two Sections or Divisions. This is intended to facilitate

extensive involvement of a faculty member in a broad range of activities.

The Dean, upon recommendation by the Division Head, will offer formally in writing to the faculty member a cross appointment according to the terms and conditions agreed to. The faculty member shall indicate consent by signing this offer.

This letter would specify the division or section into which the individual was primarily appointed, in which the faculty member holds residual rights, and to which she/he would return should the need for the cross appointment change. This offer shall be based on discussions with the faculty member, the Division Heads and the Section Chairs as appropriate. The cross appointment letter must result in agreement among all participants on the following matters:

- a) that the appointment not exceed a period of five years; and
- b) procedures for evaluating the faculty member for promotion in rank; and,
- c) the degree of involvement in section activities, including instruction and committee involvement, in both sections or divisions; and
- d) the faculty member's file shall be maintained by the responsible Division Head. The file may include information related to a faculty member's performance and evaluation. The faculty member will receive evaluations from both sections and or divisions; and,
- e) reporting relationship including whom the faculty member reports to directly

Copies of the cross appointment letter will be forwarded to the Dean, Division Head and the Section Chairs, as required.

## **2.8 Senior Academic Administrators**

A Senior Academic Administrator is an individual who is appointed by the Board in an academic leadership position, including the Senior Associate Dean and Associate Deans and any other position of equivalent rank and responsibility. Senior Academic Administrators who are appointed from outside the School will be offered an appointment according to their qualifications. A Senior Academic Administrator may have an appointment for up to five years.

## **3. Criteria for Determining Rank at Time of Appointment**

### **3.1 Human and Medical Sciences Faculty Appointments**

Human and Medical Sciences faculty members at NOSM provide substantial contributions to the education of learners. NOSM recognizes the importance of these faculty members and their role in teaching, research and academic administration.

The academic rank shall be determined by the appropriate Division Head at the time of initial appointment and shall take into account the appointee's qualifications, experience and achievements. Appointments will be based on academic need and the Division Head may request and consider the recommendation from division faculty colleagues as to the appointment. The Division Head will make recommendations to the Dean. The Dean's decision will consider the recommendation of the Division Head. The faculty appointment letter from the Dean will indicate the appropriate faculty rank.

Upon appointment, these NOSM faculty will have one of the following academic ranks: Lecturer, Assistant Professor, Associate Professor, or Professor and the following general rules will apply:

### **A) Lecturer**

For appointment at the rank of **Lecturer**, a person shall:

- a) hold an M.D. degree (or another second entry health professional degree), or
- b) a Master's degree, or
- c) hold a Baccalaureate degree and an appropriate professional designation and
- d) have professional experience which allows the individual to make a contribution to NOSM

### **B) Assistant Professor**

For appointment to the rank of **Assistant Professor** a person shall:

- a) hold the Ph.D. or an equivalent degree, or a combination of credentials together equivalent to the doctorate and
- b) a record of scholarly achievement; and
- c) have shown evidence of the ability to teach or potential to do so at the university level.

### **C) Associate Professor**

For appointment at or promotion to the rank of **Associate Professor**, a person shall:

- a) hold the Ph.D. or an equivalent degree, or a combination of credentials and a record of scholarly achievement together deemed equivalent to the doctorate; and
- b) have normally had at least five years of experience at the rank of Assistant Professor or equivalent; exceptional achievement while an Assistant Professor could reduce this experience requirement to four years; and
- c) have disseminated the results of scholarly activity of sufficient quality and significance for the discipline in question to warrant the appointment or promotion, and
- d) have demonstrated good performance as a teacher over a period of time

In exceptional cases an especially strong performance as a teacher may compensate for a somewhat lesser performance as a scholar, and vice versa, provided in either case that the quantity and quality of administration and service to the academic community is satisfactory.

### **D) Professor**

For appointment to the rank of **Professor**, a person shall:

- a) hold the PhD or an equivalent degree, or a combination of credentials and a record of scholarly achievement together deemed equivalent to the doctorate; and
- b) have normally had at least five years' experience at the rank of Associate Professor or equivalent, though exceptional achievement while an Associate Professor may reduce this experience requirement to four years; and

- c) have demonstrated a good performance as a teacher over a period of time and at a wide range of levels; and
- d) have, since being ranked as Associate Professor, disseminated the results of scholarly activity of sufficient quality and significance for the discipline in question to establish the Member as an authority in his/her field, and to warrant the appointment

In exceptional cases, clearly outstanding qualities as a teacher may compensate for a somewhat lesser performance as a scholar and vice versa, so that the standard for the rank of Professor may be met by having carried out and disseminated scholarship since reaching the rank of Associate Professor, provided that in either case the quantity and quality of administration and service to the academic community has been satisfactory over an extended period of years.

### 3.2 Clinical Sciences Faculty Appointments

Clinical faculty members are normally licensed health-care professionals who hold an appointment at the School within the Clinical Sciences Division. Clinical faculty members normally hold an M.D. degree, another health professional degree, or possess professional experience, which allows the individual to make a contribution to NOSM.

Clinical faculty members at NOSM provide substantial contributions to the education of learners. NOSM recognizes the importance of clinical faculty and their role in teaching and providing excellent clinical care. In recognition of the centrality of clinical teaching to the undergraduate and postgraduate programs, the appointment of clinicians to NOSM's faculty recognizes the historic and honored tradition of the clinician as teacher.

The academic rank shall be determined by the appropriate Division Head in consultation with the Section Chair and shall take into account the appointee's qualifications, experience and achievements. The Division Head will make recommendations to the Dean. The Dean's decision will consider the recommendation of the Division Head. The faculty appointment letter from the Dean will indicate the appropriate faculty rank.

Upon appointment, a NOSM clinical faculty appointee will have one of the following academic ranks: Lecturer, Assistant Professor, Associate Professor, or Professor and the following general rules will apply:

**A) Lecturer** shall normally be the initial academic rank of NOSM clinical faculty who:

Teaching:

- a) have taught or indicate an interest in teaching
- b) have indicated an interest in attending faculty development sessions

Clinical:

- a) have demonstrated competence in clinical practice and a willingness to relate their practice to teaching

Governance:

- a) have indicated a willingness to participate in committee and working group activities

Scholarly Activity:

- a) have indicated a willingness to develop research skills

## **B) Assistant Professor**

At time of appointment Assistant Professor shall normally be the academic rank of NOSM clinical faculty who have provided an academic contribution at an accredited academic institution over at least a four year period and who have the majority of the following:

Teaching:

- a) developed teaching strategies by participation in faculty development or other means
- b) have provided clear and useful teaching sessions
- c) demonstrated skill as a teacher

Clinical:

- a) demonstrated competence in clinical practice and a willingness to relate their practice to teaching
- b) are members of appropriate professional organizations

Governance:

- a) participated in, hospital's or professional organization's administrative and/or service activities
- b) participated in committee and working group activities

Scholarly Activity:

- a) participated in research

At time of appointment, practising physicians, who have completed a residency program and hold certification from either the Royal College of Physicians and Surgeons of Canada or the College of Family Medicine shall be awarded the rank of Assistant Professor.

Strong performance in two of the four areas can offset lesser performance in other areas.

## **C) Associate Professor**

At time of appointment Associate Professor shall normally be the academic rank of NOSM clinical faculty who have had at least five years of experience at the rank of Assistant Professor and who have the majority of the following:

## Teaching:

- a) regularly attended, and contributed to, faculty development sessions
- b) shown themselves to be excellent teachers by formal evaluation

## Clinical:

- a) developed expertise within their own field, which may include an area of special professional skill,
- b) the reputation of being highly competent clinicians

## Governance:

- a) been called upon to speak at professional society meetings, in continuing professional educational programs and at other institutions
- b) taken an active, prominent role in provincial and national professional organizations
- c) participated in the School's, hospital's or professional organization's administrative and/or service activities
- d) are actively participating in committee and working group activities

## Scholarly Activity:

- a) are actively participating in research

Success in three of the four areas can offset lesser performance in other areas.

**D) Professor**

At time of appointment Professor shall normally be the initial academic rank of NOSM clinical faculty who have the following:

- a) have normally had **at least five years** of experience at the rank of Associate Professor or equivalent and who have the majority of the following,

## Teaching:

- a) have contributed to and lead faculty development initiatives
- b) have shown themselves to be enthusiastic, effective and engaged leaders in an educational program and have performed well as a teacher

## Clinical:

- a) are recognized by their peers as being outstanding practitioners, who have made documented, significant contributions to professional and or administrative practice in the School, hospital or professional organizations
- b) have developed expertise within their own field, which may include an area of special professional skill



- c) c) have the reputation of being highly competent clinicians have been called upon to speak at professional society meetings, in continuing professional educational programs and at other institutions

Governance:

- a) have taken an active and prominent role, including leadership in provincial and national professional organizations
- b) have demonstrated distinguished service and/or related leadership in committee, administrative or policy-making decisions in the School, hospital, or other professional organizations
- c) have provided leadership to the School's, hospital's or professional organization's administrative and/or service activities

Scholarly Activity:

- a) in addition to the above criteria, since assignment of rank to Associate Professor the applicant , must have disseminated the results of research and scholarly activity of sufficient quality and significance for the discipline in question to establish the individual as an authority in his/her field, and to warrant the appointment,
- b) are actively participating in research

#### 4. Faculty Reappointments

1. Reappointments range from 1 to 5 years in length. An appointment may be reviewed sooner than at the specified interval if the individual is unable to fulfill the terms of the appointment.
2. Individuals eligible for reappointment as of **July 1** will be identified on the basis of need and academic involvement by the Division Head and Section Chairs if applicable, who may provide an opportunity to faculty colleagues in the division/section to make recommendations to them on appointments and renewals. Faculty members may be asked to provide additional information regarding their contributions to the School since time of appointment. The Division Head will then make a recommendation to the Dean. The Dean's decision will consider the recommendation of the Division Head. The faculty reappointment letter from the Dean will indicate the appropriate reappointment term.
3. The following are examples of the factors that will be taken into account regarding non-renewal of appointments:
  - a) voluntary non-renewal by an individual
  - b) diminished commitment to teaching activity
  - c) diminished administrative activity
  - d) diminished research activity
  - e) unprofessional or unethical conduct
4. Where diminished or absent commitment to teaching, research or administrative activities are a factor the faculty member may be offered a one year extension should they wish to maintain their appointment.

## 5. Getting Assistance

Queries regarding interpretations of this document and resolution of issues should be directed to:

Office of Faculty Affairs  
Northern Ontario School of Medicine  
Telephone 1-877-678-7358

<b>DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT</b>		
<b>Version</b>	<b>Date</b>	<b>Authors/Comments</b>
V1.0	June 22, 2011	Approved by the Board Executive Committee on behalf of the Board of Directors
V1.1	November 30, 2012	Amendment – Visiting Professors Approved by the Board of Directors
V2.0	May 9, 2014	Full revision of the Appointment, Reappointment and Promotions document. 2 new policies created from one. Academic Council approved April 10, 2014 with minor amendments.
V2.1	May 8, 2015	Academic Council approved edits to Section 2.2 and 4.1 (3 to 5 years) & Board recommended edits to correct policy names in section 2.4 & 2.5

## DME-COFM

### Ontario Medical School Clinical Rotation Principles and Practices for Faculty Appointment and Dispute Resolution

Distributed Medical Education (DME) in Ontario is the collaborative placement of medical learners from the six Ontario medical schools to clinical rotations in communities outside of the Academic Health Sciences Centres (AHSC). The Distributed Medical Education Committee of the Council of Ontario Faculties of Medicine (DME-COFM) has outlined the principles for collaborative distributed medical education across Ontario in a document entitled *Collaboration in Ontario Distributed Medical Education*. Further to this document, development of principles and practices unique to DME have been identified regarding faculty appointments of community preceptors as well as a process for dispute resolution for both learners and preceptors.

#### Principles for Ontario DME Faculty Appointments and Dispute Resolution

**Faculty Appointments:** It has been agreed by the Deans of the six Ontario medical schools that given the similarity of the requirements of faculty appointments (refer to Appendix 1) and the integrity of each school's appointment process, to reciprocally honour faculty appointments from other Ontario medical schools for assessment and grading of learners (both Undergraduate Medical Students and Postgraduate Residents) for any school's core or elective rotations. Therefore, an Ontario medical learner can be supervised by a preceptor with a faculty appointment from any Ontario medical school for core or elective rotations provided the following processes are adhered to.

All Community preceptors are encouraged to hold an appointment with the medical school that is most closely affiliated with the community and/or community placement program having primary placement responsibility for their community (refer to Appendix 2) easing communication with respect to recruitment, retention, faculty appointment, faculty development and placement activities relating to that preceptor. When a preceptor is supervising a learner from another medical school, the preceptor must be prepared to teach by knowing the objectives, curriculum and evaluation requirements of the learner's home medical school.

The medical school where the community preceptor holds a faculty appointment is responsible for the faculty development of the preceptor. The faculty member is required to provide a teaching environment that complies with the policies of the medical school, the College of Physicians and Surgeons, the affiliation agreements of the teaching community hospitals and the laws of Ontario.

**Dispute Resolution:** Communication between the medical schools is essential including the sharing of relevant information and documentation necessary to assist in the resolution of any/all disputes. Complaints must be managed and resolution provided by both the medical school responsible for addressing the conduct, behaviour and academic performance of the learner and the medical school in which the preceptor holds their appointment. The policies and procedures of the host medical school, including adherence to the *Human Rights Code* and the *Occupational Health and Safety Act*, will be recognized for all clinical rotations.

Learner feedback: Learners are encouraged, if comfortable and appropriate, to address feedback directly with the preceptor as soon as possible following the event. The learner is expected to address the concern with the learner's medical school program at the earliest possible time. After assessment of the learner's feedback, the learner's school representative will contact the host medical school via the DME placement program representatives (refer to Appendix 3) who will manage the feedback in accordance with the host medical school's policies and procedures.

Preceptor feedback: Faculty is encouraged to address feedback regarding a learner's performance directly and verbally with the visiting learner as soon as possible and provide corrective suggestions, if deemed necessary. Preceptor feedback regarding a learner's performance (e.g. CanMEDS framework) will be directed, in writing, to the learner's medical school via the DME placement program representatives (refer to Appendix 3). If the performance issue is egregious, the concern should be directed to the learner's medical school as soon as possible.

### Appendix 1: Faculty Appointment Requirements for Community Preceptors of Ontario Medical Schools

Term Used to describe Preceptor	Pre-appointment Requirements	School Name	Forms to be filled out	Requirements for re-appointment
<p>Assistant Clinical Professor (Adjunct)</p> <p>Non-adjuncts- begins with Assistant Clinical Professor but could be Associate Clinical Professor or Clinical Professor-the appropriate academic rank shall be determined by the Department Chair at the time of initial appointment and shall take into account the appointee's qualifications, experience and achievements</p>	<p>fn_standing with CPSO</p> <p>Non-adjuncts - 3 letters of reference</p> <p>Meetings with Departmental representatives</p>	McMaster University	<p>Curriculum vitae</p> <p>Adjuncts: Application for appointment</p> <p>Non-adjuncts: Mutually Agreed Responsibilities (R4) form</p>	<p>RevieweCl every 3 years</p> <p>Completion of'renewal form In good standing with CPS@</p> <p>Satisfactory student evaluations</p> <p>Adjunct: 150 hours ofteaching/3 years</p> <p>Non-adjunct: Minimum of.100 hours ofleaching annually</p>
Adjunct at the rank of Assistant Professor, Instructor or Lecturer	In good standing with CPSO	Queen's University	<p>Curriculum vitae</p> <p>Date of Birth</p> <p>Social Insurance number</p> <p>Name of their Professional Corporation</p>	<p>On confirmation that the regional community preceptor is still taking students</p> <p>Satisfactory student evaluations</p> <p>Reviewed every 1 to 3 years</p>
Clinical teacher at the rank of Lecturer	In good standing with CPSO	University of Ottawa	Curriculum vitae	Reviewed every 5 years

Term Used to describe Preceptor	Pre-appointment Requirements	School Name	Forms to be filled out	Requirements for re-appointment
	3 letters of Reference from either current colleagues or prior colleagues.		Memorandum of Agreement  Benefits Summary  Career Paths	
<p>Begins with Lecturer but could be Assistant Professor, Associate Professor or Professor – the appropriate academic rank shall be determined by the division head at the time of initial appointment and shall take into account the appointee's qualifications, experience and achievements.</p> <p>NOSM faculty will have academic appointments at Lakehead University and/or Laurentian University at the same academic rank as their NOSM appointment.</p>	In good standing with CPSO	Northern Ontario School of Medicine	<p>Application Form</p> <p>Curriculum vitae</p> <p>Faculty appointment references</p> <p>Statement of clinical/teaching intent</p>	Reviewed every 3 years
Appointment category - Clinical Academic Faculty (Clinical full-time, part-time and adjunct appointments)	In good standing with CPSO	University of Toronto	<p>Appointment application form</p> <p>CPSO certificate of professional conduct</p>	<p>Subject to probation and review</p> <p>Clinical part-time Renewal varies according to department (i.e. 1-3 years).</p>

Term Used to describe Preceptor	Pre-appointment Requirements	School Name	Forms to be filled out	Requirements for re-appointment
<p>Rank-commensurate with experience and qualifications. Rank could be Lecturer, Associate Professor, etc.</p>	<p>Recommendation Letter</p>		<p>Curriculum vitae  Recommendation letter from Piospital Chief or University or Hospital Education Director</p>	<p>Clinical adjunct-Department Chair acciCies term anCI renewal</p>
<p>Limited Duties Appointment-rank Adjunct Professor</p> <p>*</p> <p>Some Clinical Full time academics who would progress through ranks of Assistant Professor, Associate Professor and Professor</p> <p>*current Conditions of Appointments document is being revised</p>	<p>Curriculum vitae  Letter of suppo1i from the discipline leader</p>	<p>Western University</p>	<p>Faculty Appointment online application form</p> <p>Curriculum vitae</p> <p>3 Letters of suppo1i from one of the following:</p> <ul style="list-style-type: none"> <li>• Academic Director from own discipline</li> <li>• Academic Director from other discipline</li> <li>• Assistant Dean, Rural &amp; Regional Medicine</li> <li>• Associate Dean, Windsor Program</li> <li>• Assistant Dean, Faculty &amp; Governmental Affairs- Windsor campus</li> <li>• Schulich Faculty member</li> <li>• Chief of Staff</li> <li>• Former Chief of Staff</li> </ul>	<p>Initial 3 year term recommended</p> <p>Reappointment application package is required (faculty reappointment application form, updated CV and statement of expectations and responsibilities)</p> <p>5 year term recommended</p>

Approved by COFM October 10, 2013

Term Used to describe Preceptor	Pre-appointment Requirements	School Name	Forms to be filled out	Requirements for re-appointment
			or Program Director	

## Appendix 2: Medical School Responsibility for DME Locations

City/ Town/Township	Medical School with Primary Responsibility	Notes/Comments
Ajax	Toronto	
Alexandria	Ottawa	
Almonte	Ottawa	
Arnprior	Ottawa	
Atikokan	NOSM	
Bancroft	Queen's	
Barrie	Toronto	
Barry's Bay	Ottawa	
Belleville	Queen's	
Blind River	NOSM	
Bowmanville	Queen's	
Bracebridge	NOSM	
Brampton	McMaster	
Brantford	McMaster	
Brockville	Queen's	
Bruce Mines	NOSM	
Burk's Falls	NOSM	
Cambridge	McMaster	
Campbellford	Queen's	
Carleton Place	Ottawa	
Casselman	Ottawa	
Centre Wellington	McMaster	
Chatham	Western	
Chapleau	NOSM	
Chesley	Western	
Clinton	Western	
Cobourg	Queen's	
Cochrane	NOSM	
Collingwood	McMaster	
Cornwall	Ottawa	
Deep River	Ottawa	
Dryden	NOSM	
Durham	Western	
Elliot Lake	NOSM	
Emo	NOSM	
Embrun	Ottawa	
Englehart	NOSM	
Espanola	NOSM	
Exeter	Western	



City/ Town/Township	Medical School with Primary Responsibility	Notes/Comments
Fergus	McMaster	
Fort Erie	McMaster	
Fort Frances	NOSM	
Georgetown	McMaster	
Geraldton	NOSM	
Goderich	Western	
Grand Bend	Western	
Grimsby	McMaster	
Guelph	McMaster	
Haldimand	McMaster	
Hamilton	McMaster	
Hanover	Western	
Hawkesbury	Ottawa	
Hearst	NOSM	
Hornepayne	NOSM	
Ignace	NOSM	
Ingersoll	Western	
Ingleside	Ottawa	
Iroquois	Ottawa	
Iroquois Falls	NOSM	
Kanata	Ottawa	
Kapuskasing	NOSM	
Kawartha Lakes	Toronto	
Kemptville	Ottawa	
Kenora	NOSM	
Kincardine	Western	
Kingston	Queen's	
Kirkland Lake	NOSM	
Kitchener	McMaster	
Lanark	Queen's	
Leamington	Western	
Lion's Head	Western	
Listowel	Western	
Little Current	NOSM	
London	Western	
Madoc	Queen's	
Manitoulin Island	NOSM	
Manitouwadge	NOSM	
Manotick	Ottawa	
Marathon	NOSM	
Markdale	Western	

City/ Town/Township	Medical School with Primary Responsibility	Notes/Comments
Markham	Toronto	
Matheson	NOSM	
Mattawa	NOSM	
Meaford	Western	
Merrickville	Ottawa	
Metcalf	Ottawa	
Midland	Toronto	
Milton	McMaster	
Mississauga	Toronto	
Moose Factory	Queen's	
Morrisburg	Ottawa	
Mount Forest	McMaster	
Napanee	Queen's	
New Tecumseth	Toronto	
Newbury	Western	
Newmarket	Toronto	
Niagara Falls	McMaster	
Niagara-On-The-Lake	McMaster	
Nipigon	NOSM	
North Bay	NOSM	
North Dundas	Ottawa	
North Perth	Western	
Oakville	McMaster	
Orangeville	Toronto	
Orillia	Toronto	
Oshawa	Queen's	
Ottawa	Ottawa	
Owen Sound	Western	
Pakenham	Ottawa	
Palmerston	McMaster	
Paris	McMaster	
Parry Sound	NOSM	
Peel	McMaster	
Pembroke	Ottawa	
Penetanguishene	McMaster	
Perth	Queen's	
Petawawa	Ottawa	
Peterborough	Queen's	
Petrolia	Western	
Pickering	Toronto	
Picton	Queen's	

<b>City/ Town/Township</b>	<b>Medical School with Primary Responsibility</b>	<b>Notes/Comments</b>
Port Colborne	McMaster	
Port Perry	Queen's	
Prescott	Queen's	
Red Lake	NOSM	
Renfrew	Ottawa	
Russell	Ottawa	
Sarnia	Western	
Sault Ste. Marie	NOSM	
Schreiber	NOSM	
Seaforth	Western	
Seeley's Bay	Queen's	
Sharbot Lake	Queen's	
Simcoe	McMaster	
Sioux Lookout	NOSM	
Smiths Falls	Queen's	
Smooth Rock Falls	NOSM	
Southampton	Western	
South Mountain	Ottawa	
St. Catharines	McMaster	
St. Isidore	Ottawa	
St. Marys	Western	
St. Thomas	Western	
Stirling	Queen's	
Stratford	Western	
Strathroy	Western	
Sudbury	NOSM	
Sydenham	Queen's	
Tamworth	Queen's	
Temiskaming	NOSM	
Terrace Bay	NOSM	
Thessalon	NOSM	
Thunder Bay	NOSM	
Tillsonburg	Western	
Timmins	NOSM	
Tobermory	Western	
Toronto	Toronto	
Trent Hills	Queen's	
Trenton	Queen's	
Tweed	Queen's	
Verona	Queen's	
Walkerton	Western	

<b>City/ Town/Township</b>	<b>Medical School with Primary Responsibility</b>	<b>Notes/Comments</b>
Wallaceburg	Western	
Warkworth	Queen's	
Wawa	NOSM	
Weeneebayko	Queen's	
Weiland	McMaster	
Wellington	Queen's	
West Nipissing	NOSM	
Whitby	Toronto	
Warton	Western	
Winchester	Ottawa	
Windsor	Western	
Wingham	Western	
Woodstock	Western	

**Appendix 3: Community Placement Program affiliation and contact information**

<b>Community Based Placement Program</b>	<b>Contact (host/home school)</b>	<b>Medical School Affiliation</b>
Eastern Regional Medical Education Program (ERMEP)	<p>Ottawa:                      Darquise Lacroix                      dme@uottawa.ca                      613-562-5800 x8625</p> <p>Dr. Chuck Su                      Director, Distributed Medical Education                      Faculty of Medicine, University of Ottawa                      csu(ci)uottawa.ca                      613-562-5800 x8011</p> <p>Queen's:                      Assistant Dean, Regional Education                      613 533 6000 ext 78452  <a href="http://meds.queensu.ca/regionaled">http://meds.queensu.ca/regionaled</a></p>	Faculty of Medicine, University of Ottawa Queen's University
McMaster Community and Rural Education (Mac-CARE)	Mac-CARE Director 905 525 9140 # 22046 <a href="http://www.mac-care.ca">www.mac-care.ca</a>	Michael G. DeGroote School of Medicine, McMaster University
Northern Ontario School of Medicine (NOSM)	NOSM Electives Unit Email- <a href="mailto:Electives@nosm.ca">Electives@nosm.ca</a> Jeannette Salmi Manager, Clinical Placement Phone: (705) 662-7119	Northern Ontario School of Medicine (NOSM)
Office of Integrated Medical Education (OIME)	Wendy Kubasik Manager, Office of Integrated Medical Education Office of the Dean, Faculty of Medicine University of Toronto Tel: (416) 978-3762	Faculty of Medicine, University of Toronto

Queens Regional Education Network (Q-REN)	Assistant Dean, Regional Education 613 533 6000 ext 78452 <a href="http://meds.queensu.ca/regiodaled">http://meds.queensu.ca/regiodaled</a>	School of Medicine. Queen's University
Rural Ontario Medical Program (ROMP)	Mac-CARE Director 905 525 9140 # 22046 <a href="http://www.mac-care.ca">www.mac-care.ca</a>	Michael G. DeGroote School of Medicine. ivlcMaster
Southwestern Ontario Medical Education Network (SWOMEN)	Shamim Tejpar, Assistant Dean Rural & Regional Medicine SWOMEN 519-858-5152 x22146 <a href="mailto:shamim.tejpar@schulieh.uwo.ca">shamim.tejpar@schulieh.uwo.ca</a>	Schulich School of Medicine. Western University