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| Policy Name | Inter-Institution Affiliation Agreements |
| Application/ Scope | All Post Graduate Medical Education Programs |
| Approved (Date) | PGME Executive Committee: June 10, 2014; October 20, 2020 Dean's Council: June 24, 2014 |
| Review Date | June 2017 |
| Revised (Date) | |
| Approved By | Faculty Executive Council: June 24, 2014, College Executive Council: April 27, 2021 |

BACKGROUND

The **CanERA** Standards of Accreditation for Institutions with Residency Programs requires that “effective, formal relationships, including affiliation agreements, as appropriate, are in place with all learning sites that contribute to and actively support residency education”. Furthermore, the **CanERA** Standards of Accreditation for Residency Programs requires that “where the Faculty of Medicine’s learning sites are unable to provide all educational requirements, the Residency Program Committee, in collaboration with the postgraduate office, recommends and helps establish inter-institution affiliation (IIA) agreement(s) to ensure residents acquire the necessary competencies”.

DEFINITIONS

CanERA – means Canadian Excellence in Residency Accreditation and refers to the system of residency education accreditation developed by CanRAC

CanRAC – is the Canadian Residency Accreditation Consortium, comprised of the three medical residency education accrediting colleges in Canada: Royal College of Physicians and Surgeons of Canada, College of Family Physicians of Canada (CFPC) and Collège des médecins du Québec (CMQ)

CFPC – College of Family Physicians of Canada

Inter-Institution Affiliation (IIA) Agreement – is a formal agreement used in circumstances where a Faculty of Medicine requires residents to complete a portion of their training under another recognized Faculty of Medicine, in alignment with policies and procedures for IIAs as set by RCPSC, CFPC and/or CMQ

Types of Inter-Institution Affiliation Agreements include:

- 1. Program Completion** – This type of arrangement applies when a medical school has sufficient resources to provide most of the components for a program (sponsoring program) but lacks resources for one or more essential elements. In order to be accredited, the Sponsoring Residency Program must make arrangements with an accredited program (Receiving Residency

Program) to receive residents and provide them with those mandatory program components that are lacking

2. Conjoint Residency Programs – This type of arrangement applies when two or more medical schools wish to cooperate in the development of a Residency Program rather than attempt to provide a full program within the resources of one school. This integration of programs must comply with the following conditions:

- Must have positive advantages for residents
- Should not be simply for the purpose of redistributing services
- Should not interfere in any major way with the education process with respect to the physical dislocation necessary for a resident to complete the conjoint Residency Program

Accreditation of a conjoint Residency Program implies that a complete program in the specialty or subspecialty is not available at only one school, and so is conditional upon maintaining the IIA

3. Off-Site Locations – This type of agreement applies to situations in which a medical school with an accredited program in a specialty or subspecialty (Sponsoring University) has sufficient resources to provide a fully accredited program in the specialty or subspecialty, but wishes to rotate residents for part of their program to selected educational sites at another university centre where there is no accredited program in the specialty or subspecialty (Receiving University). The accreditation of the sponsoring program is not conditional upon maintaining this type of IIA

4. Satellite Program Agreements – This type of IIA is required for programs, where residents complete a significant portion (up to 60%) of residency training in one School/College/Faculty of Medicine **without** an accredited program in the discipline (Satellite School) and then complete their training objectives/competencies at a second School/College/Faculty of Medicine **with** a fully-accredited Residency Program (Home School)

PARIM – Professional Association of Interns and Residents of Manitoba

PGME – means Postgraduate Medical Education and refers to the Office of Postgraduate Medical Education, which operates within the Max Rady College of Medicine. It represents postgraduate medical education at the University of Manitoba through residency, fellowship, Areas of Focused Competence, postdoctoral and other training programs. The programs which PGME oversees are those accredited by the Royal College of Physicians and Surgeons of Canada (RCPSC), the College of Family Physicians of Canada (CFPC), the Canadian Psychological Association (CPA), the Canadian Academy of Clinical Biochemistry (CACB), the Canadian College of Microbiology (CCM) and the Canadian College of Medical Geneticists (CCMG). Applicable to all of its training programs, PGME develops and administers policies and governs through the PGME committees. The PGME Office is overseen by the Associate Dean, PGME, Max Rady College of Medicine

RCPSC – Royal College of Physicians and Surgeons of Canada

Receiving Residency Program – the Residency Program that receives residents to provide the mandatory components that are lacking in the Home Residency Program

Shared Health – is the organization that delivers specific province-wide health services and supports centralized administrative and business functions for Manitoba health organizations

Sponsoring Residency Program – the resident's Home Residency Program

1. PURPOSE

- 1.1 Provide specific guidelines regarding the administrative arrangements required between two or more medical schools to provide an integrated inter-institution Residency Program that would comply with the RCPSC, CFPC or CMQ requirements (i.e. ensure all mandatory elements of a Residency Program are met)

2. POLICY STATEMENTS

- 2.1 The establishment and maintenance of IIA Agreements for PGME Residency Programs at the Max Rady College of Medicine, University of Manitoba will comply with the relevant policies and procedures as set by RCPSC and CFPC
- 2.2 The PGME Office will assist and will support Residency Programs in establishing and maintaining IIA Agreements with other Medical Schools for mandatory rotations/educational experiences unavailable at the Max Rady College of Medicine, University of Manitoba
- 2.3 The PGME Office will provide assistance and support in the establishment of Satellite Program IIA Agreements, as appropriate
- 2.4 The PGME Office will provide assistance and support, as appropriate, in the establishment of IIA Agreements between potential Receiving Residency Programs at the Max Rady College of Medicine, University of Manitoba and Sponsoring Residency Programs in other Colleges/Faculties/Schools of Medicine
- 2.5 It is the responsibility of the Residency Program Director in consultation with their Residency Program Committee, to ensure that any IIA Agreements are formally documented and are current
- 2.6 The administrative arrangements for the resident rotations, assessments and evaluations must be controlled by the Sponsoring (Home) Residency Program, regardless of funding arrangements
- 2.7 Accreditation of the sponsoring Residency Program with a Program Completion or Conjoint Agreement is conditional upon maintaining the IIA until such time as its own resources are sufficient to provide a full Residency Program (in the specialty or subspecialty)
- 2.8 The exchange of residents between two fully accredited Residency Programs does not require special permission from the RCPSC or the CFPC

3. PROCEDURES

- 3.1 Successful completion of an IIA Agreement requires the following:
 - A formal agreement between the Sponsoring Residency Program and Receiving Residency Program
 - Financial support from the Residency Funding Advisory Committee

- RCPSC or CFPC approval of the formal IIA Agreement for Residency Program accreditation
- 3.2 In the development and maintenance of an IIA Agreement, there must be clear and effective communication links between the Residency Program Committee and the Receiving University
- 3.2.1 It must be clear that the PARIM Collective Agreement is in effect for all residents at the Receiving Residency Program sites; for example, on-call scheduling would follow the PARIM Collective Agreement
- 3.3 For financial support, the following are required:
- 3.3.1 The Home Residency Program Director must prepare a letter of request for funding addressed to the Chair, Residency Funding Advisory Committee, outlining the following:
- An overview of the Sponsoring Residency Program, and explanation of the academic requirement for the mandatory rotation
 - Confirmation of acceptance by a Receiving Residency Program of the Sponsoring Residency Program's residents
 - Extent of time and timeline for the rotation(s)/educational experience(s)
 - Outline of rotation-related expenses (confirmation that expenses incurred over and above the allowance will be the responsibility of the resident)
 - Template letter of request is included in Appendix 1
- 3.3.2 The letter of request is sent to the Associate Dean, PGME for approval to go forward to the Residency Funding Advisory Committee. The Associate Dean, PGME will speak to the letter of request at the meeting
- 3.4 IIA Agreement forms are available from the Educational Standards Unit of RCPSC
- The template RCPSC agreement form is included in Appendix 2
- 3.5 With respect to the sign-off process for the IIA Agreement, the following apply:
- University of Manitoba/Sponsoring Residency Program Director signs first
 - Receiving University Residency Program Director provides the second signature
 - Receiving University Associate Dean, PGME signs provides the third signature
 - University of Manitoba/Sponsoring Associate Dean, PGME, provides the final signature
- 3.5.1 Once the Associate Dean, PGME, University of Manitoba signs off on the agreement, the PGME Office takes responsibility for sending the signed agreement to the RCPSC or CFPC
- 3.6 All IIA Agreements must be reviewed and updated at the time of the regular survey of the Sponsoring University

- 3.7 A Residency Program that would like to remove an IIA because it has obtained the appropriate educational resources, must inform the RCPSC or CFPC and must apply to the respective RCPSC or CFPC Accreditation Committee to remove the IIA requirement for completion of training of residents in the Residency Program

POLICY CONTACT: Associate Dean, PGME

REFERENCES

RCPSC Training Requirement,

http://www.royalcollege.ca/rc/faces/oracle/webcenter/portalapp/pages/ibd.jspx?lang=en&_afrcLoop=1074805932500346&_afrcWindowMode=0&_afrcWindowId=9gg381rgv_27#%40%3F_afrcWindowId%3D9gg381rgv_27%26_afrcLoop%3D1074805932500346%26lang%3Den%26_afrcWindowMode%3D0%26_adf.ctrl-state%3D9gg381rgv_43

Royal College of Physicians and Surgeons of Canada, Inter-Institution Affiliation Agreement for Program Completion, June 2017

https://umanitoba.ca/faculties/health_sciences/medicine/education/pgme/media/IIA_Program_completion_June2017_V3.pdf

APPENDICES

Appendix 1 - [Template Letter to the Shared Health Residency Funding Advisory Committee](#)

Appendix 2 - [RCPSC Inter-Institution Affiliation Agreement Template](#)