

Procedures for the admission and supervision of fellows

The admission of a fellow by a faculty of medicine at a Quebec university must also follow the procedure established by the Collège des médecins du Québec (CMQ). Fellowship programs in Quebec's faculties of medicine must follow the CMQ's accreditation standards, as do residency programs.

Consequently, a fellow must:

- First complete the procedure for admission to a faculty of medicine which includes approval by the director of the residency or fellowship program and the associate dean of postgraduate medical education in accordance with the faculty's selection criteria.
- Hold a valid CMQ training card once he has received a letter of eligibility from the CMQ. The letter of eligibility will be issued once the faculty has informed the CMQ of the fellow's admission, the fellow has completed the application form for review of a file as a fellow through the CMQ's online services, and the documents the fellow submitted to physiciansapply.ca have the status "Verified" or "Pending verification".
- Be able to refer to the general and specific objectives related to the competencies to be developed in each of the CanMEDS roles during his fellowship.
- Be supervised based on his level of autonomy and competencies to be developed.
- Be provided with sufficient resources to support his learning, without compromising the exposure or professional development of other trainees in the service or department.
- Be given regular formal and formative evaluations to inform and guide him in the management of his learning throughout his training.
- Comply with the following regulations:
 - [Code of ethics of physicians](#);
 - [Regulation](#) respecting professional activities that may be engaged in by persons other than physicians;
 - [Regulation](#) respecting the procedures for supervising persons performing a period of professional training in medicine;
 - [Regulation](#) respecting records, places of practice and cessation of practice by a physician;
 - [Regulation](#) respecting the standards relating to prescriptions made by a physician.
- Refer to the [guide](#) *Role and responsibilities of supervisors and trainees* (forthcoming).
- Comply with faculty and training site regulations.
- Have professional liability insurance at all times.

Furthermore, it is strongly suggested that fellows read the documentation concerning the legal, ethical and organizational aspects of medical practice in Quebec (ALDO-Québec) at the beginning of their fellowship or participate in the ALDO educational activity during their fellowship.