



## Department of Psychiatry FITER Policy

### 1. BACKGROUND

The FITER is the Final In Training Evaluation of the Resident and is an important document for the Royal College certification examinations. The completed FITER is a cross-sectional evaluation of the resident's current performance and is a pre-requisite for sitting the certification examinations. In addition, the FITER will be reviewed by the Royal College Examination Review Board for Psychiatry if a candidate's average performance on the written and oral examinations is "borderline" (i.e. the average mark is 65-69). In these rare cases, after review of the FITER, the Examination Board may move to vote to raise a candidate's average score on the two certification examinations up to a "pass" (i.e. a mark of 70).

All PGY-5s should have a FITER completed by the faculty supervisor(s) that can best assess their performance. The FITER must be completed and sent back to the Royal College by February of the same year as the resident is sitting their final Royal College certification examinations. In order to facilitate the timely completion of FITERs, the policy for the University of Toronto, Department of Psychiatry is that primary clinical supervisors of a PGY-5 resident will complete the FITER in January of the calendar year that the resident sits the Royal College Final Examinations. The primary supervisor generally will have worked with the PGY-5 resident for 6 months.

### 2. REMINDERS TO PGY-5 SUPERVISORS

All PGY-5 supervisors will be alerted in July, when they begin supervision of the PGY-5 resident, that they will be expected to fill out the FITER for that PGY-5 resident in January. A copy of the FITER policy will be emailed to all PGY-5 supervisors and PGY-5 residents. The PGY-5 supervisor will be reminded to collect data about the resident's performance over the next 6 months. In early December, PGY-5 primary supervisors will again be reminded that they will be receiving the FITER to fill out in early January and they must begin the process of liaising with the secondary supervisors of the PGY-5 resident. PGY-5 residents will be instructed to also provide their primary supervisor with the names of all of their current secondary supervisors so that these supervisors can provide additional input into the FITER.

### 3. FITER COMPLETION

Because the FITER is a cross-sectional evaluation of the current performance of the resident in all the 7 CanMEDS roles, previous rotation ITERs generally need not be reviewed. The primary PGY-5 supervisor must request input from all the other current supervisors of the PGY-5 in order to ensure that the FITER has comprehensive information. In addition, **narrative comments must appear for each of the 7 CanMEDS roles** in order for the FITER to be useful for the Examination Board. FITERs completed without narrative comments are not acceptable.

If the PGY-5 primary supervisor is not actually a clinical supervisor or is a clinical supervisor for a Senior Child selective rotation, it is anticipated that this primary supervisor may not be able to fully evaluate the cross-sectional performance of the PGY-5 resident in all 7 CanMEDS roles. In this situation, **the PGY-5 primary supervisor should still request input from other current supervisors and complete the FITER to the best of his/her abilities.**

The primary supervisor is responsible for sending their resident's FITER to the Postgraduate Education Office care of Ms. Brenda Cerilli (Brenda.cerilli@utoronto.ca).

### 4. FITER REVIEW AND SIGNATURE

The Program Director for the Department of Psychiatry will review all FITERs. FITERs that are missing narrative comments will be sent back to the primary PGY-5 supervisor so that comments will be added. Partially completed FITERs filled out by non-clinical supervisors or Child supervisors will be fully completed by the Program Director utilizing data regarding the PGY-5 resident's performance during the PGY-4 year.

All FITERs will then be signed off by the Program Director for the Department of Psychiatry as well as the PGY-5 resident.

FITERs will then be sent to the Faculty of Medicine Postgraduate Education Office where they will be signed by the Associate Dean and then sent to the Royal College of Physicians and Surgeons of Canada.