



OHTN Residency in HIV Care 2010 Application Guidelines

Important Dates	
Request for Applications	December 15, 2010
Application Submission Deadline	February 1, 2011
Anticipated notification of Decision	March 7, 2011
Award Start Date	Flexible – April - September 2011
Summary	
<p>The OHTN is pleased to announce a call for applications for the <i>OHTN Residency in HIV Care</i>, which provides support for postgraduate (residency) training in HIV care for physicians. A minimum of one award will be made annually. The purpose of this program is to enhance the provision of HIV care in Ontario by providing the opportunity of obtaining additional concentrated HIV-specific training to physicians. The <i>OHTN Residency in HIV Care</i> will be based at an Ontario medical school with a clinical preceptor experienced in HIV care and will be for one year’s duration.</p>	
Funding	
<ul style="list-style-type: none"> • Up to \$75,000 total per award • One year of full-time salary at the level of an Ontario PGY-3 trainee, including standard fringe benefits, holidays, etc. (remuneration will be through the base academic institution) • Cost of attending one major HIV conference approved by the preceptor (up to \$ 1,000) • Cost of fees to join the American Academy of HIV Medicine and to sit the Academy exams at the end of the residency (held until proof of membership and exam registration submitted) 	

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Eligibility

The OHTN Residency in HIV Care will be awarded to physicians who:

- Have demonstrated a major interest in HIV care in their residency training and/or in their current practice;
- Intend to practice HIV care in Ontario following completion of their HIV residency;
- Hold Canadian citizenship or landed immigrant status;
- Are licensed or eligible to be licensed by the College of Physicians and Surgeons of Ontario;
- If pursuing family practice or primary care, have completed or are in the final year of training in a College of Family Physicians of Canada-approved residency program.

Preference will be given to trainees who will provide HIV care in underserved locations and/or to underserved populations.

How to Apply

Submit a complete **OHTN Residency in HIV Care** application consisting of the following:

1. A completed [Application Coversheet](#)
2. A **Covering Letter** which includes: your current level of training and experience; previous or current HIV-related experience; and intended practice on completion of the HIV residency (*maximum 2 pages*)
3. A **Detailed Curriculum** describing how you will structure your time and learning activities during the residency period. The curriculum must include:
 - a. HIV clinical experience with specialists and HIV primary care physicians
 - b. A combination of training and experience in the following settings:
 - ambulatory
 - hospital-clinic based
 - hospital in-patient based
 - hospice based
 - community based
 - c. Appropriate short-term experience outside the primary geographic area of study may also be permitted with the approval of the preceptor.

For any conferences or rounds stipulated in the curriculum, provide a description, including the name, location, anticipated dates, and costs (if incurred by the OHTN Residency in HIV Care award). Also provide anticipated learning objectives for individual conferences and rounds.

In addition to the formal curriculum, successful awardees may be expected to contribute to the OHTN if a suitable opportunity arises. Consult with OHTN Staff prior to submission to identify opportunities for involvement.

For assistance with identification of potential training opportunities, please contact [Jennifer Major](#).

Please note that the residency is intended to be conducted on a full-time basis.

4. A **Detailed Budget**, outlining the proposed costs associated with the award, including salary, benefits, curriculum expenses, and other anticipated costs, including preceptor support, to a maximum of \$75,000.
5. A current **Curriculum Vitae** (*maximum 5 pages*), outlining education and training to date.
6. **Letters of Support** from managers (Executive Directors, Department Heads, etc.) of or physicians at the proposed placements, indicating their commitment to providing mentorship and support during the placement.
7. Two confidential **letters of reference** from physicians with direct knowledge of the applicant's suitability for the HIV residency. These letters should be submitted electronically (as a word or PDF document) to the OHTN (jmajor@ohln.on.ca) by the referee, or by mail in separate envelopes, signed over the seal by the individuals providing the testimonials by the application due date. These letters should not be copied to the applicant.
8. **Letter from the physician** who is prepared to act as the applicant's preceptor. This letter should be submitted electronically (as a word or PDF document) to the OHTN (jmajor@ohln.on.ca) by the preceptor, or by mail in a separate envelope, signed over the seal by the preceptor by the application due date.

Submitting the Proposal

The OHTN requires **one (1) hard copy** of the full application postmarked or delivered by hand to the OHTN by the Application Submission Deadline. The OHTN also requires an **electronic copy** of the full application via jmajor@ohln.on.ca by the Application Submission Deadline.

The OHTN reserves the right to refuse to review any application that does not adhere to these Guidelines for Submission.

Address your submission to:

jmajor@ohln.on.ca

AND

Ontario HIV Treatment Network

Jennifer Major

Manager, Research Funding & Development

1300 Yonge Street, Suite 600

Toronto ON M4T 1X3

Peer Review Process

Each application will be reviewed by a committee consisting of health care professionals and members from the HIV/AIDS community. The review committee will take into account:

- Evidence of the candidate's ability and accomplishments
- Commitment to deliver quality care to people living with HIV/AIDS
- Provision of care in underserved locations and/or populations **in Ontario**
- The potential relevance and suitability of the proposed curriculum outline to the candidate's practice
- Overall suitability of the candidate for the Residency in HIV Care

Terms of Award

One year of salary at the level of an Ontario PGY-3 trainee, including standard fringe benefits, holidays, etc. and incidental costs (if applicable) directly associated with the approved residency training program to a maximum of \$75,000.

The term of an award may be shortened at the OHTN's discretion if there is evidence of insufficient progress. The onus is on the awardee to notify the OHTN immediately of any change in status of an awardee which would prevent him/her from completing the program of study.

Awardees will be required to commit to remaining in Ontario to continue work in the field of HIV care at the conclusion of the award period for a period of at least 12 months.

If there are issues with completing the award, contact [Jennifer Major](#) as soon as possible.

Accountability and Reporting Requirements

The OHTN requires a progress report (maximum two (2) pages) covering the first half (six months) of the *OHTN Residency in HIV Care*. This should include the following:

- Training Summary: describe your training activities thus far and list major accomplishments or challenges to date

The OHTN also requires a short letter from your preceptor (e-mailed to jmajor@ohntn.on.ca) providing a brief assessment on the acceptability of your progress to date.

The OHTN requires a final report (maximum six (6) pages) covering the entire funding period of the *OHTN Residency in HIV Care*. This should include the following:

- Training Summary: describe your activities during the entire funding period and list major accomplishments of your program of study
- Training Outcomes and Dissemination Activities: describe the significant results of your program of study. Emphasize the implications of your work for advancing knowledge, improving health care practice or service delivery, or contributing to policy development in the field of HIV. Comment on the potential long term application and outcomes of your training for your practice, and list any publications, presentations or other knowledge transfer activities undertaken (attach any materials you feel are particularly relevant)
- Future Career Plans: provide a brief description of your future career plans and describe how this award has influenced these

- Plain language summary: up to 500 words, suitable for publishing on the OHTN's website. Include a brief description of the training program, significant outcomes, and future plans. Also include links to full papers or other websites that describe your achievements in more detail (if applicable).

The OHTN also requires a short letter from your preceptor (e-mailed to jmajor@ohntn.on.ca) providing an assessment of your progress and accomplishments during the period of the award.

The final report and assessment are due 3 months after the end date of the award.

As the OHTN may wish to disseminate the results of the work it supports in a variety of ways, all reports should be written in a form that is easily accessible to a reader with scientific training and expertise but who may not be an expert in the subject matter of the report. The OHTN requires the final report and the department head's signature within six months of the end of the award.

FAILURE TO SUBMIT A FINAL REPORT WILL PRECLUDE THE AWARDEE FROM RECEIVING ANY FURTHER FINANCIAL SUPPORT FROM THE OHTN.

Financial Reporting Requirements

The sponsoring organization's accounting office must submit a statement of expenditure at termination.

Acknowledgement

The following acknowledgement must be included in any publications or presentations resulting from the OHTN's support: Dr. (Name of Awardee) is pleased to acknowledge the support of The Ontario HIV Treatment Network (OHTN) through the *OHTN Residency in HIV Care*.

Notifications

When an applicant has been successful in obtaining funds from another agency for the purposes of this training, she or he must inform the OHTN without delay.

A successful applicant must consult the OHTN immediately if she or he finds it necessary at any time during the tenure of the award to change the program of study and/or alter the approved arrangements.

Communication Requirements

The OHTN assumes responsibility for disseminating the information contained within submitted reports via the [OHTN](#) website. However, OHTN affirms that the results are the intellectual property of the award recipient and recognizes the need to pursue publication in peer-reviewed publications or other appropriate formats. It is expected, however, that award recipients will provide the OHTN with copies of all presentations, publications and reports arising from work supported with this award to assist the OHTN in its evaluation of this program. OHTN staff will work with award recipients to ensure that its own dissemination efforts do not conflict with the award recipient's publication plans.

Funding recipients are also expected to contribute to the OHTN's monitoring and evaluation activities, including but not limited to: participating in evaluation activities (surveys, interviews, etc.), workshops, and providing data or reports as required for the purpose of assessing progress and results.

Dissemination of results through these methods ensures the OHTN is able to demonstrate accountability and impact to its various stakeholders.

Contact Information

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