

**PEDIATRIC OTOLARYNGOLOGY FELLOWSHIP GUIDELINES**  
**MONTREAL CHILDREN'S HOSPITAL – DIVISION OF OTOLARYNGOLOGY**

*Feb 02, 2022*

**Name of Institution:**

Department of Otolaryngology  
Faculty of Medicine  
McGill University

**Location:**

Montreal Children's Hospital

**Type of Fellowship:**

One-year pediatric otolaryngology fellowship: 90% clinical and 10% research.

The fellowship has to be approved by the fellowship director, RPC (McGill OTL), and PGME.

**Program Information:**

Fellowship position at the Montreal Children's Hospital (MCH) is starting from July 1<sup>st</sup> of a given year to June 30<sup>th</sup>

Fellowship requirements:

1. The Fellow will be directly responsible to the Director of the Fellowship Training Program and the Otolaryngologist-in-Chief of the hospital where the Fellow is based. The Fellow will be classified as research or clinical, as determined by the Fellowship Committee, presented to the Residency Program Director, who brings it to the Residency Training Committee for review and approval, once approved the residency Program Director submits the Proposal to PGME for confirmation.
2. The fellowship research guidelines will include submission of a research proposal, implementation of the research project, presentations to the committee (initial, mid-year progress, fellowship grand rounds), and submission of a final report.
  - The fellow must complete a minimum of one research project and finalize a manuscript for submission.
  - Attendance at Research Topics lectures (Dr. McHugh) is mandatory.
3. Clinical and teaching duties and course work will be determined by the individual supervisor and the fellowship committee. These include rounds with the resident staff, lectures to medical students and residents, as well as supervision of resident consultations and discussion with attending staff.
4. Fellows will not compete with the residents for clinical or surgical case material, but will rather complement the training experience of the residents.

**Fellowship Program Director:**

Dr. Sam J Daniel, Director of Pediatric Otolaryngology  
Dr. Melanie Duval, Assistant fellowship director

**Teaching Faculty:**

Dr. Lily Nguyen  
Dr. John J. Manoukian  
Dr. Jeffrey Yeung  
Dr. Joshua Gurberg  
Dr. Tobial McHugh

**Academic Facilities**

The Montreal Children's Hospital serves as the sole training site for pediatric otolaryngology. The hospital offers fellows complete pediatric experience; clinics operate five days a week and include designed subspecialty clinics. A wide range of patients and referrals as well as complex cases are seen through the clinics. The Montreal Children's Hospital also offers a busy consultation service again providing fellows with exposure to a wide range of pediatric otolaryngology and pathologic conditions.

The operative experience also includes exposure to a wide range of more complex surgical procedures in all pediatric otolaryngology subspecialties including otology, rhinology, laryngology, and head & neck surgeries.

Fellows will have access as the residents to all McGill Faculty of Medicine facilities including its libraries, internet and McGill Simulation center.

There is enough material to share between the residents and fellows so that the resources used for the fellowship do not interfere with residency training, however, fellows will not compete with the residents for clinical or surgical case material but will rather complement the training experience of the residents.

**Fellow Duties and Responsibilities:**

Clinics:

- Attending general and specialty pediatric otolaryngology clinics. Average of 2 clinics per day.
- Assist the residents with consultations during the weekdays and discuss them with the attending staff.

In-patients:

- Rounds with residents and supervision of all in-patient consultations and discussion with attending staff
- Assist the residents in the management of admitted patients

On-Call responsibility:

- On-call responsibilities for surgical cases he/she is involved
- The fellow will be second call for 7 days including one weekend per month

O.R.:

- Share surgical procedures with the residents other than minor cases (head and neck masses, otology cases including BAHA & Cochlear implants, FESS, bronchoscopies with or without laser, esophagoscopies, airway surgeries including laryngotracheal reconstruction cases, etc)
- The OR cases to be performed by the fellow are assigned by the attending staff so that it will not interfere with residency training. Fellows will not compete with the residents for surgical case material but will rather complement the training experience of the residents.

Academic activities:

The pediatric fellow will be responsible for

- Attending and helping the residents to organize Monday morning ENT departmental and radiology rounds
- Attending all educational activities in the Department of Otolaryngology at McGill University including university grand rounds, journal clubs, and pediatric specific visiting professorship lectureship and seminars

Research activities:

- The fellow will spend 10% of the time on research provided with one academic half-day per week dedicated for research throughout the whole year.
- The fellow's research will entail submission of a research proposal, implementation of a research project, presentations to the committee (initial, mid-year progress; fellowship grand rounds) and submission of a final report.
- The fellow must complete a minimum of one research-oriented paper during the fellowship and finalize a manuscript for submission. The fellow is also encouraged to present the research project in National and International meetings.
- The fellow will be under regular supervision throughout the year by Dr. McHugh and the principal investigator of the project.
- Failure to finalize a manuscript might result in delaying the delivery of the fellowship certificate.

Role of the fellow towards residents and their teaching activities:

- The pediatric fellow must be heavily involved in teaching residents and students during all their daily clinical activities. He must be involved in teaching in the O.R., and assist residents, and must not compete with residents but rather be involved at a level suitable to his training. This means more active participation in difficult or revision cases that are unsuitable for chief residents, and more of a teaching role in cases that are suitable for resident training.
- The fellow is expected to be active in teaching and role modeling in all the seven CanMEDS roles; medical expert, communicator, collaborator, manager, health advocate, scholar, and professional.

**Fellow Evaluation:**

- The fellow will be evaluated every 3 months The fellow will meet with the fellowship director to provide clinical, surgical, and research feedbacks, as well as through One45 evaluation forms.
- The fellows will also evaluate semi-annually the teaching faculty and fellowship program.
- He/she should submit their clinical caseload, research activity, and publication list to the Fellowship Program Director and the Program Director of the Residency Training Program.

**Fellowship Certificate:**

Upon successful completion of the fellowship, fellows will receive a certificate signed by the Fellowship Program Director and the Program Director or Departmental Chair, and the Associate Dean of Postgraduate Medical Education sating completion of a one year fellowship in Pediatric Otolaryngology.