ICE:CAP Integrated Clinical Experience: Career Advising and Preparation

2026-2027 Student Manual

Prepared by:
Dr. Laila Premji, Director, Career Advising and Preparation
Dr. Stacey Bernstein, Assistant Director, Career Advising and Preparation
Yasmin Shariff, Foundations Coordinator
Sylvia Jao, Foundations Coordinator

MD Program
UNIVERSITY OF TORONTO

CONTACTS FOR ICE:CAP

Dr. Laila Premji, MD, FRCPC
Assistant Professor Paediatrics, The Hospital for Sick Children
Director, Career Advising System, Office of Learner Affairs (OLA)
Temerty Faculty of Medicine, University of Toronto
laila.premji@sickkids.ca

Dr. Stacey Bernstein
Professor Paediatrics, The Hospital for Sick Children
Assistant Director, Career Advising System, Office of Learner Affairs (OLA)
Temerty Faculty of Medicine, University of Toronto
stacey.bernstein@utoronto.ca

Dr. Osman Kahiye
Faculty Career Lead for Black Learners, Career Advising System
o.kahiye@utoronto.ca

Yasmin Shariff
Foundations Coordinator
ICE-Health in Community/CAP
MD Program, Temerty Faculty of Medicine, University of Toronto
Medical Sciences Bldg, 1 King's College Circle, Room 2135C
Toronto, ON M5S 1A8
416-978-8213
yasmin.shariff@utoronto.ca

Sylvia Jao
Foundations Coordinator
ICE-Health in Community/CAP
MD Program, Temerty Faculty of Medicine, University of Toronto
Medical Sciences Building, 1 King's College Circle, Room 2135C
Toronto, ON M5S 1A8
Tel: 416-978-6860
sylvia.jao@utoronto.ca

INTRODUCTION, OVERVIEW AND LEARNING OBJECTIVES

Integrated Clinical Experiences: Career Advising and Preparation (ICE:CAP) is a component of Integrated Clinical Experiences (ICE), along with FMLE, HC, MP and CS. **ICE:CAP is a 2-year longitudinal component that provides you with opportunities for career development**.

There are two components within CAP:

1. The didactic component
2. The experiential component

These two aspects of the curriculum will allow you to develop career management skills, better understand your career preferences within a clinical context, and help you identify areas of potential interest for future electives and training.

ICE:CAP has 7 learning objectives. By participating in ICE:CAP, you will:

1) Identify and explore your personal and professional goals and priorities to inform career interests and specialty choices.

2) Reflectively examine your personality traits, evolving professional skills and clinical experiences, as they inform career and specialty interests.

3) Use your networking skills, informational interviewing and shadowing to increase knowledge of specialties and develop meaningful mentors.

4) Examine the healthcare landscape and needs of our patient population and reflect on your professional and social responsibilities when selecting a career.

5) Develop skills in CV writing that will support your research, leadership and residency applications and future career applications.

6) Describe the need for financial preparedness and develop financial literacy.

7) Describe the residency application process including the resources available for support and the important timeline milestones.

ICE - CAP 1 (3T0) 2026-2027 Schedule Teaching Sessions:

Week 6 Thursday, October 1, 2026 9:00 am to 12:00 pm MSB 3153/HS 130	9:00-9:30 - Introduction to ICE: CAP and Career Planning 9:30-10:00 – Shadowing from the student perspective 10:00-10:30 – Career Planning in Medical School 10:30-11:30 - Specialty Spotlight Panel
Week 21 Thursday, February 4, 2027 9:00 a.m. – 12:00 p.m. MSB 3153/HS 130	9:00- 10:00- Financial Literacy 101 10:00-11:00- How to Network/Importance of Networking 11:00-12:00- Specialty Spotlight Panel
Week 35 Monday, May 17, 2027 1:00 to 4:00 pm MSB 3153/HS 130	1:00-2:00- Smart Spending and Budgeting 2:00- 3:00- “Ask us anything” 3:00- 4:00- Specialty Spotlight Panel

ICE - CAP 2 (2T9) 2026-2027 Schedule Teaching Sessions:

Week 51 Tuesday, December 1, 2026 9:00 to 12:00 noon MSB 3153/HS 140	9:00-10:00- Physician Supply and Remuneration 10:00-11:00- Specialty Spotlight Panel
Week 64 Monday, March 22, 2027 9:00 to 12:00 noon MSB 3154/HS 140 (start at 9:10 due to ME)	9:10-10:00- CV Writing (Framework - Master CV) 10:00-11:00- Family Planning-Lecture 11:00-12:00- Specialty Spotlight Panel
Week 71 Tuesday, May 11, 2027 1:00 to 3:30 pm MSB 3154/HS 140	1:00-2:00- Transition to Clerkship with Panel 2:00-3:00- Specialty Spotlight Panel

SPECIALTY SPOTLIGHTS

We will end each ICE-CAP session with an interactive panel made up of staff physicians who will speak to the class about their career journeys. By the end of your two years in ICE:CAP our goal is that you will have heard from a physician in each CaRMS entry level specialty (and potentially more)!
We will also be highlighting a Family Physician at each session as Temerty strives to train excellent family physicians who are well equipped to provide quality care to our community and surrounding communities.

ENRICHING EDUCATIONAL EXPERIENCES (EEE)

Enriching educational experiences (EEE) i.e. shadowing, allows you to go to clinical settings and, under the supervision of your preceptor, engage in clinical care depending on your level of previous experience. This allows you to explore various career options, meet mentors and have more in-depth clinical experiences.

Students will be required to complete a minimum of 36 hours of shadowing (EEEs) by the end of the ICE:CAP course (June 15 of the second year of Foundations) in order to progress to clerkship. All EEE experiences *must* be logged on MedSIS.

Please note that all EEE activities must be within Canada and must be logged on MedSIS in advance. After logging the experiences on MedSIS, students must give the academies at least one week to set up the experiences. **All experiences must also be registered with the clinical site.**

If you do not meet this threshold by June 15, you must meet with the ICE:CAP component director(s) to determine how to appropriately make up the missing hours. A low professionalism score may be recorded. We strongly recommend that you complete your 36 hours of EEE *well before* June 15. If you do not satisfactorily complete the EEE course requirement, you cannot start Clerkship.

EEE experiences are considered self-directed because:

1. It will be your responsibility to organize the experiences based on your interests.
2. The EEE will be carried out ONLY during your self-directed learning time.
3. Each student will have a unique and personalized EEE journey – reflecting your own passions and curiosities.

Students are encouraged to seek out and select experiences that focus on and emphasize career exploration and development. To do this, we strongly encourage you to try out different specialties, sites, practice-settings, and communities – this is all a part of career exploration!

If you would like advice or guidance, we encourage you to seek the advice of the OLA career counsellors, your Academy Director, your preceptors, pre-existing mentors, peers, or Drs. Premji, Bernstein or Kahiye.

There are 3 types of EEE experiences:

1. **Core EEE:** Self-directed clinical observation organized directly with a supervisor in Canada

2. **Longitudinal Experiences:** Clinical experiences that are sponsored by departments, divisions or within a specific specialty i.e. PedLE
    - Note – FMLE is part of the core curriculum and DOES NOT count towards EEE hours

3. **Alt-EEE:** informational interviews and other non-clinical interactions with physicians (research excluded)
    - **Informational Interviews** are recognized to be an excellent source of career exploration
    - Usually brief in nature, informational interviews are informal discussions with preceptors about work/life as a physician in a particular specialty or setting
    - You may log a total of 6 hours of Alt-EEE hours
        Note- Conference attendance can count as Alt-EEE hours (and only Alt-EEE)

EEE PROGRAM REQUIREMENTS AND EXPECTATIONS

*****All experiences where students are engaging in shadowing or observership activities in clinical settings MUST be logged in MedSIS.**

This applies:

- To ALL Foundations students
- Even if you are shadowing beyond the requisite 36 hours
- Whether or not your experience is at a TAHSN hospital
- Whether or not you have already shadowed with a specific practitioner before
- Whether your colleagues have already shadowed with the practitioner you'll be working with

Why is this important?

Experiences that are **not logged are not counted as a curricular school activity**, which means that **you will not be covered by any of the legal/liability mechanisms that govern sanctioned school activities**. Further, you are putting your preceptor at risk for liability in the event of an accident or injury. **Any student engaging in unlogged activities are in violation of university policy.**

EEE may only occur when there is an affiliation agreement between the University of Toronto and a clinical site.

- All TAHSN hospitals have an affiliation agreement in place

- If your EEE is at a TAHSN hospital, you **must** log into your planned experience in the MedSIS system and register at the hospital site and follow the site-specific guidelines (please see site specific information on MedSIS).
- Many GTA sites also have affiliation agreements. Log your planned experience for the coordinators to check if the agreement is in place with the site. If you are planning a EEE outside of the GTA (but in Canada) we may need to establish an affiliation agreement (this requires a minimum of 3 week's, notice).
- We do not have capacity for establishing affiliation agreements with institutions outside of Canada.

Timelines for Logging Experiences

TAHSN or Temerty Faculty of Medicine affiliated site:
If your experience is at a TAHSN or Temerty Faculty of Medicine affiliated site, you may log these experiences and register at the hospital site through their medical education office and follow the guidelines for the hospital site. Provide them enough time to send you further communications. Our agreements are fully in place with these sites, but remember, only sanctioned school activities like logged EEE experiences are eligible for legal coverage.

Non-TAHSN hospital/any other kind of clinic:
If your experience is at a non-TAHSN hospital/any other kind of clinic:

- You must allow at least 3 weeks between logging the experience and engaging in the experience.
- Each time an experience is logged, a Foundations Coordinator must verify that the correct agreements are in place between U of T and the clinic/hospital site.
- If they are not in place, it can take some time to obtain the necessary paperwork to ensure that you and your preceptor are covered in the event of an accident or an injury.
- This timeline can sometimes be expedited. Please contact Yasmin Shariff (yasmin.shariff@utoronto.ca) with any questions.

TAHSN Standards for Religious Attire in hospital areas with sterile procedures

Standards Document: https://tahsn.ca/sites/default/files/assets/files/tahsn-sterile-procedure-area-religious-attire-standards-2022-06-16_0.pdf

Video Modules:
https://www.youtube.com/playlist?list=PLkrUprExizKe_yVJymuPKFZ-1yUSFH4zI

Please contact Yasmin Shariff (yasmin.shariff@utoronto.ca) to set up an agreement with a non-TAHSN site, with any questions regarding logging your experience or if you are not sure if an agreement exists.

STEPS FOR EEE PARTICIPATION

You may begin to organize EEE activities once you have completed your academy-specific orientations to clinical work and AFTER your first ICE:CAP session.

The following is an overview of the basic steps for completing an Enriching Educational Experience:

1. **Identify an activity**. Talk to your peers and preceptors or review the EEE directory/catalogue available under CAP dashboard in the MedSIS system, then contact a potential supervisor or their admin assistant and inquire about doing a EEE. Alternatively participate in LEs which have clinical experiences embedded in them.

2. **Schedule** the activity by securing a date, time and location for the placement. For LEs, these may be done on your behalf by the organizer.

3. **Log** the placement with the EEE Module in MedSIS in advance. If the placement is occurring at a location **outside the TAHSN network** (regardless of which hospitals/networks your supervising physician may be affiliated with), remember that you need to log the experience 3-4 weeks in advance. If there are challenges associated with ensuring the necessary arrangements are in place for a non-TAHSN network placement, you will be notified by our Placement Coordinator and provided further instructions. **Even if your placement is organized by a department or interest group as part of a Longitudinal Experience, you still need to register the experience**.

4. **Follow** all of the expectations and requirements set out by the individual sites (such as getting an ID badge, registering with a student centre, or completing any required pre-requisite training).

5. **Provide** your supervisor with access to, or a copy of, the EEE Supervisor-Student Guidelines.

6. **Review** the Pre-Experience form before the activity to identify any objectives and questions you may have for your supervisor.

7. **Show up** on time and in professional attire for the clinical experience.

8. If you are participating in a EEE experience that involves scrubbing into the operation room, you must first review the scrub self-learning module video IN FULL as posted on Elentra in ITM Week 8. Your Academy site may also offer in-person scrub training and will notify you if this is the case. Prior to your first experience scrubbing into the OR, please inform your EEE preceptor and team in advance that you have not previously scrubbed in, so that they can review appropriate scrub technique with you in person.

9. **Log** your experience in your Career Exploration Log (CEL) so that you can refer to it in the future as you move along your career development journey.

10. **Return** to the EEE Module to either update the number of hours spent on your experience, and/or acknowledge having completed the reflection forms.

Other common questions:

Question	Answer
Can I book EEEs at any time?	• EEE activities cannot occur during curricular time. • You can use any time designated for self-directed learning, or other free time including evenings and weekends, to engage in EEEs and satisfy the required number of hours. However, you may not use mandatory class time to engage in EEE activities and doing so may be considered a breach of professionalism.
Can I work with a resident?	• The MD Program recognizes that experiences with residents are very valuable and informative. • While EEE activities may involve working with residents, an attending/faculty preceptor must always be identified as your primary supervisor, and all arrangements must be coordinated with the faculty preceptor who is ultimately responsible for your experience. • EEE placements must be logged within MedSIS only under your attending/faculty preceptor's name.
Can I shadow over the summer?	• Students can shadow in the summer between year 1 and year 2 and must continue to log these activities. • **Year 2 students may continue to engage in EEE shadowing experiences over the summer before clerkship, if they choose!** These experiences would be above and beyond the 36-hour requirement. They must continue to be logged (and receive appropriate approvals where required) on MedSIS. • While you are allowed to shadow after June 15, you cannot do any shadowing

	once TTC (the first course of Clerkship) starts in August.
I have accepted paid employment, fellowship, or research experience over the summer at the end of first year, and my supervisor has offered to let me shadow them. Can I count this toward the EEE requirement?	• During paid working hours, you cannot shadow and/or log EEE experiences. This includes any circumstance where you are *employed/paid* by a faculty member, department, hospital or clinic as you would not have legal or liability protection from the medical school. Your employer would be responsible for liability coverage and WSIB coverage. • If shadowing occurs *outside* of your paid job responsibilities (eg, you do research during the day and shadow during an evening clinic), this could be counted as EEE, as long as it is appropriately logged and occurs while EEE is running. • Please contact Yasmin Shariff if you need help determining whether your experience qualifies as EEE.

REFLECTIVE EXERCISES

As adult learners, we encourage you to actively reflect prior to and after your shadowing experiences to maximize the experience and to help with your career planning. You may review the “pre-experience” questions before engaging in a new activity and we hope you will add to your personal “post-experience” log as well.

The **"pre-experience"** form can help you identify specific goals for the experience and can also serve to establish a collaborative engagement with a supervisor. It is an easy tool you can use to help "break the ice". Discussing your goals helps to ensure that you and your supervisor are clear about your (and their) expectations.

Your **Career Exploration Log** (CEL) can help you process your experiences, draw from meaningful experiences in the future and compare a variety of experiences over time. This log may also come in handy when you prepare for residency applications as it may trigger meaningful experiences for you. We would also encourage you to upload your log into your Learner Chart to discuss with your Academy Scholar at Portfolio.

Please also retain your reflections for use during teaching sessions or for discussions with the career counsellors and other advisors.

EVALUATIONS

Students are now able to provide formal feedback to EEE preceptors on MedSIS for both Year 1 and 2.

The EEE LACT forms are **not mandatory**, but we encourage you to provide feedback to your staff for recognition of their excellent efforts and teaching or for growth and education purposes.

Please note that any mistreatment or harassment concerns should be brought to the attention of the Director, Career Advising System or reported via the Learner Mistreatment pathway **(**https://meded.temertymedicine.utoronto.ca/learner-mistreatment).

Keep in mind that you are **not** formally evaluated by your EEE supervisors on the clinical experience, **except in cases where a professionalism breach occurs**.