Medical Trainee Days Specification

Version 2023-2024

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## Revision History

| Date Revised: | Author(s): | Description: |
| --- | --- | --- |
| March 13, 2023 | Elizabeth Muwonge | **Realignment of OH Regions relationships.**   1. Removed LHIN codes and Names from the facility table 2. Added Region Codes and Names to the facility table |
| March 22, 2023 | Cynthia Mech | **Throughout:** Updated references from OPHRDC to OPRC  **Throughout:** Removed references to quarterly data submissions to the Ministry.  **4.Data Standards / Appendix A:** Removed references to name change tracking  **7.TABLE 1** / **8.TABLE 2:** Removed {PRIVATE} in headers. |

## Document Reviewers and Approvers

| Organization | To be Reviewed/Approved by |
| --- | --- |
| Ontario Physician Reporting Centre (OPRC, formerly OPHRDC): | **Name:** Cynthia Mech  **Title:** Team Lead responsible for MTD file submission  **Signature:**  **Date:** |
| MTD Advisory Group: | **Name:** Dr. Jacqueline James  **Title:** Chair  **Signature:**  **Date:** |
| Health System Quality and Funding Division - Health Sector Models Branch | **Name:** Kevin Yu  **Title:** Technical Lead  **Signature:**  **Date:** |
| Health Data Branch – Data Maintenance | **Name:** Jackie Ma  **Title:** Manager  **Signature:**  **Date:** |

## Overview

Medical Trainee Day is a full day shift/rotation (ranges from 7.5 hours to 24 hours) that a registered medical trainee (undergraduate or postgraduate) trains/works in a hospital/clinic setting.  These trainees may or may not work under direct supervision.

MTD records may only be submitted to the Ministry for Medical Trainees who meet BOTH of the following criteria:

* Registered with the UGME or PGME office of an Ontario medical school, either as an enrolled student/trainee or for a visiting elective
* Licensed through CPSO, or Enrolled in a program of study leading to licensure with CPSO or the equivalent organization in their province or country

All trainees who do not meet these criteria (such as physician assistants) are not considered Medical Trainees for the purposes of **MTD.**

MTD data is to be submitted *by each of the Ontario medical schools on behalf of the Facilities for which they are the Major School (see section 11. TABLE 5)* via the Ontario Physician Reporting Centre (OPRC, formerly OPHRDC) SharePoint site *according to the Fiscal Year Data Submission Timelines published by the Health Data Branch, as facilitated by OPRC (formerly OPHRDC).*

It is vital that each training record for each hospital be treated and entered as a separate entry. Duplicate entries i.e. those records entered twice on a submission or on the same record submitted by another hospital will not be included in your hospitals’ trainee days’ calculation. *Ontario medical schools are responsible to communicate with hospitals to resolve issues related to the submission.*

It is important that all entries submitted can be verified as they may be subjected to audit.

## Data Standards

Detailed standards for each data element are described below. These standards will ensure data conformity across all hospitals and must be used when submitting your data.

**Data Element Standards:** Data element standards are based on the following criteria:

**Definition**

The definition of the data element

**Field Size**

The number of characters used to identify the data element

**Field Type**

Identifies the data element by type: Numeric, Text, Alphanumeric, Date

**Field Format**

The specific field format and structure used to identify the data element can be found in the table below. Tables 1 through 5 list specific reference data that must be used to populate field values using predefined terminology (e.g. Program Code: OBGY). All entries are to be in UPPER CASE LETTERING.

| No. | Data Element | Definition | Field Size | Field Type | Field Format | Examples | Required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Record Identifier | Unique Record Identifier. Populated by OPRC. | 32 characters | Alphanumeric | UPPER CASE ONLY, no brackets allowed | 735AE9E0-D4D7-417B-9E4A-9C0EDD6C9EDC | To be used by OPRC and Ministry |
| 2 | Delete | Populated by OPRC   1) Delete will make use of the Record Identifier to find and delete a specific training record.   2) Intentional duplicate will prevent apparent duplicate records from being flagged as errors, so long as they continue to meet all other MTD criteria. | 6 characters | TEXT | UPPER CASE ONLY  1) For deletion, this field must be populated with the value DELETE.  2) For intentional duplicates, this field must be populated with the value IDUP | DELETE, S, IDUP | Only used when:  1) A training record needs to be deleted from the Ministry’s database (Does not delete student identifier(s) and names). 2) Two or more valid records contain apparently identical data. The data variations which require separate records are not included in the Ministry-required fields. |
| 3 | Submission School | This field is to be used to identify the school submitting the data. Acceptable codes are listed in TABLE 1. | 3 Characters | TEXT | UPPER CASE ONLY | OTT, MAC, TOR | Mandatory for all records |
| 4 | School Attended | The abbreviated name of the Canadian medical school the trainee attends. If the trainee attends a school that is not in Canada, please identify as OOC (Out of Country). Acceptable codes are listed in TABLE 1. | 3 Characters only | TEXT | UPPER CASE ONLY | TOR, DAL, OOC | Mandatory for all records |
| 5 | MINC # | The trainee’s unique Medical Identification Number for Canada issued by the MINC#NIMC Corporation of the Medical Council of Canada | 12 Characters | Alphanumeric | UPPER CASE ONLY, dashes expected between characters 4-5 and 8-9 | CAMD-1234-5679 | Mandatory where a MINC exists. |
| 6 | CPSO # | The trainee’s unique number from the College of Physicians & Surgeons of Ontario. | 6-8 Characters | Numeric | No dashes / slashes / spaces.   Any leading zeroes will be discarded. | 104599 | Mandatory for Postgraduate and Fellow categories only. Must NOT be provided for Undergraduate category students. |
| 7 | Student # | A combination of the trainee’s School Attended, and the trainee’s student registration number assigned by that medical school. | Between 4 and 15 Characters | Alphanumeric | The Student number prefix (first three letters) must come from the School Attended (as per Table 1). The rest must be numeric, alpha, or alphanumeric.  Any zeroes after the prefix will be discarded.  Special characters are not allowed (e.g. @, -, (,),)  No blank spaces allowed. | MACA9012, TOR3453454  UAB3453454M217AB  OOCABCD | Mandatory for Undergraduate category only.   May be provided for Postgraduate and Fellow categories if/when available. |
| 8 | PROG | The training program in which the trainee is enrolled. Acceptable codes are listed in TABLE 3. | 4 Characters only | TEXT | UPPER CASE ONLY (No special characters allowed) | AICU, RONC | Mandatory for all records |
| 9 | Last Name | The trainee’s legal surname. | 50 Characters | TEXT | UPPER CASE ONLY.  The following special characters will be supported (including multiple occurrences and combinations thereof): -Blank space ( )  -Period (.) -Comma (,) -Hyphen (-) -Apostrophe (‘) | JOHNSON, JR. | Mandatory for all records |
| 10 | First Name | The trainee’s legal first name. | 50 Characters | TEXT | UPPER CASE ONLY.  The following special characters will be supported (including multiple occurrences and combinations thereof): -Blank space ( ) -Period (.) -Comma (,) -Hyphen (-) -Apostrophe (‘) | MARY-JANE | Mandatory for all records |
| 11 | CAT | The trainee’s category and level of education. Acceptable codes are listed in TABLE 2. | 1 to 3 Characters only | Alphanumeric | UPPER CASE ONLY | U3, P1, P5, F | Mandatory for all records |
| 12 | SERV | The hospital service/department to which the trainee is assigned per facility placement. Acceptable codes are listed in TABLE 4. | 4 Characters only | TEXT | UPPER CASE ONLY | ARHE, GPAT | Mandatory for all records |
| 13 | Period | The quarterly period of the trainee’s placement.  Acceptable periods are listed in TABLE 6. | 2 characters only | Alphanumeric | UPPER CASE Q and single digit from 1-4 ONLY | Q1, Q2, Q3, Q4 | Mandatory for all records |
| 14 | Start Date | The start date of the trainee’s placement.  The MTD year runs from April 1 to March 31 (i.e. April 1, 2016 to March 31, 2017 for the MTD 2016-17 year). If the trainee’s placement begins before April 1 of this MTD year, include only the time on or after April 1 of this MTD year. | 8 characters only | Date | YYYYMMDD  This will serve as the trainee’s start date of placement for the reporting period. | 20150427 | Mandatory for all records.  Cannot be prior to quarterly start date. |
| 15 | End Date | The end date of the trainee’s placement. The MTD year runs from April 1 to March 31 (i.e. April 1, 2016 to March 31, 2017 for the MTD 2016-17 year). If the trainee’s placement ended after March 31 of this MTD year, include only the time up to and including March 31 of this MTD year | 8 characters only | Date | YYYYMMDD  This will serve as the trainee’s end date of placement for the reporting period. | 20150331 | Mandatory for all records. Cannot exceed quarterly end date. |
| 16 | # of Days | The number of days the trainee has worked for the placement.   For quarterly submissions, populated by Facilities and Schools.  For the final annual file, populated by OPRC with CAPPED number of days. See TABLE 6 for further clarification. | Up to 7 characters only | Numeric | General number  Cannot exceed the total number of calendar days in the quarter (e.g. 91.00 for Q1). See TABLE 6 for further clarification. | 68.50; 45.2502 | Mandatory for all records.   For quarterly submissions: Up to 2 decimal points only.   For the final annual file: Up to 4 decimal points only. |
| 17 | Facility Number | Facility number of the facility where the placement occurred, as listed in TABLE 5. | 3 Characters | Numeric | General Number | 941, 606, 962 | Mandatory for all records***.*** |
| 18 | Facility Name | The name of the facility where the placement occurred, as listed in TABLE 5. | 100 Characters | TEXT | Facility Name | ST. MARY’S GENERAL HOSPITAL | Mandatory for all records***.*** |

## Data Element Submission Standards

Please read carefully. It is critical that all dates be entered as specified; they are used to calculate trainee days for hospital funding projections*.*

**Order of Data Elements:** Record Identifier, Delete, SubmissionSchool, School Attended, MINC #, CPSO #, Student #, PROG, Last Name, First Name, CAT, SERV, Period, Start Date, End Date, # of Days, Facility Code, Facility Name.

**MINC:** The Medical Identification Number for Canada (MINC) is a unique lifetime identifier assigned to all individuals who enter the Canadian medical education or practice system. This number is to be assigned by the MINC#NIMC Corporation of the Medical Council of Canada in the first year of undergraduate training. Please record all available MINCs.

**Primary Key:** All Records are to be concatenated at the school level to ensure no duplicate records exist in the database. A Unique Record Identifier will be applied to the records by OPRC once they have been validated through the business rules.

The Unique Record Identifier field is to be used by OPRC and the Ministry. This will be used as a method to identify every record that has been submitted to the Ministry. The following rules apply to Record Identifier:

1. Record identifiers must have unique values for each record.
2. Identifiers will be generated by OPRC for every record that has passed their validation process.
3. Updates to previously accepted records must use the same record ID as previously submitted. The system will verify the record ID and replace the database record with whatever has been resubmitted.

In order to delete a record that has been previously submitted, the record must contain the Record ID and have Delete marked in the Delete field.

An Extract of the data with the unique Record Identifiers will be produced to allow updates to accepted records when sufficient justification is provided, and approval granted by MOHLTC. (MTD.MOH@ontario.ca).

The Annual MTD file as submitted/approved on June 30 each year is absolutely final. However, significant errors discovered after that date should be reported to the Ministry who will take the information into consideration when assessing funding impact. Hospital errors (i.e. incorrect service codes, transposed dates, missed rotations) will not be corrected. Non-hospital errors (i.e. systematic technical issue at school level) may necessitate limited resubmission on a case-by-case basis.

## Sample Data: Data Element Submission Standard Format

| **(1) Record  ID** | **(2) Delete** | **(3) Submission School** | **(4) School Attended** | **(5) MINC #** | **(6) CPSO #** | **(7) Student  #** | **(8) Program Code** | **(9) Last Name** | **(10) First  Name** | **(11) Category Code** | **(12) Service Code** | **(13) Period** | **(14) Start Date** | **(15) End Date** | **(16) #. of Days** | **(17) Facility Code** | **(18) Facility  Name** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 14e0b945-eb7a-46f5-a54b-6d562eb11034 |  | TOR | OOC | CAMD-1234-5678 | 100096 |  | OBGY | RICHARDS | CLINT | P4 | OBGY | Q1 | 20140401 | 20140411 | 10.00 | 842 | MOUNT SINAI HOSPITAL |
| f235663d-9e28-462e-9142-8438425d5b96 |  | TOR | TOR | CAMD-1234-5679 | 82700 |  | PEDS | LOWRY | KYLE | P4 | PEDS | Q1 | 20140401 | 20140415 | 10.25 | 701 | MACKENZIE HEALTH |
| f954694d-caad-4a2c-bbc7-37bf58c4bf3b |  | TOR | TOR | CAMD-1234-5679 | 87200 |  | PEDS | LOWRY | KYLE | P4 | UROL | Q1 | 20140416 | 20140430 | 10.50 | 701 | MACKENZIE HEALTH |
| 6f587893-a77b-4418-b87a-5bc8a1da89f7 | DELETE | TOR | TOR | CAMD-1234-5679 | 87200 |  | PEDS | LOWRY | KYLE | P4 | PEDS | Q1 | 20140501 | 20140515 | 10.25 | 701 | MACKENZIE HEALTH |
| 634b669a-a072-46be-ac8d-17b477092ea4 | S | TOR | TOR | CAMD-1234-5680 |  | TOR996493 | INMC | SO | MICHAEL JAMES | U3 | MGEN | Q1 | 20140401 | 20140530 | 28.00 | 842 | MOUNT SINAI HOSPITAL |
| db0594a6-5a84-4836-ae2f-a1d35f1731c6 |  | TOR | TOR | CAMD-1234-5681 | 98636 |  | ORTH | SILVA | MANUEL | F | ORTH | Q1 | 20140401 | 20140630 | 69.00 | 842 | MOUNT SINAI HOSPITAL |

## TABLE 1: Data Element – SCHOOL

Enter the provided abbreviation for the SCHOOL the trainee attends. For example, if the trainee attends Queen’s University, enter **QUE** under the School Code. Only use the abbreviations provided.

|  |  |  |
| --- | --- | --- |
| No. | School | School Description |
| 1 | MAC | McMaster University |
| 2 | NOM | NOSM University |
| 3 | OTT | University of Ottawa |
| 4 | QUE | Queen’s University |
| 5 | TOR | University of Toronto |
| 6 | UWO | University of Western Ontario |
| 7 | UAB | University of Alberta |
| 8 | CAL | University of Calgary |
| 9 | UBC | University of British Columbia |
| 10 | MAN | University of Manitoba |
| 11 | MUN | Memorial University of Newfoundland |
| 12 | DAL | Dalhousie University |
| 13 | LVL | Universitè Laval |
| 14 | MCG | McGill University |
| 15 | MON | Universitè de Montrèal |
| 16 | SHE | Universitè de Sherbrookè |
| 17 | SAK | University of Saskatchewan |
| 18 | OOC | Out of Country |

## TABLE 2: Data Element – CAT

Enter the provided abbreviation that describes the trainee’s CATEGORY AND LEVEL of education. For example, if the trainee is an undergraduate in year 2, enter **U2** under the Category Code. **Note: Only use the abbreviations provided.**

|  |  |
| --- | --- |
| Cat/Lev | Cat/Lev Description |
| U2[[1]](#footnote-2) | Undergraduate Year 2 |
| U3 | Undergraduate Year 3 |
| U4 | Undergraduate Year 4 |
| U5 | Undergraduate Year 5 |
| U6 | Undergraduate Year 6 |
| P1 | Postgraduate Year 1 |
| P2 | Postgraduate Year 2 |
| P3 | Postgraduate Year 3 |
| P4 | Postgraduate Year 4 |
| P5 | Postgraduate Year 5 |
| P6 | Postgraduate Year 6 |
| P7 | Postgraduate Year 7 |
| P8 | Postgraduate Year 8 |
| P9 | Postgraduate Year 9 |
| F | Fellow |

NOTE: “IMG” and “Non-IMG Trainee” categories are no longer applicable. The category of the trainee should be based on the anticipated year of entry for undergraduates or postgraduates.

NOTE: U1, and U2 non-MAC (U2 students from all School codes other than "MAC") records were submitted prior to 2016-17 but have never been included in the Medical Trainee Days for Funding Formula. These records are no longer submitted for MTD purposes.

## TABLE 3: Data Element – PROG

Enter the provided abbreviation for the PROGRAM the trainee is enrolled in. For example, if the trainee is enrolled in the Family Medicine Program, enter **FAMD** under the Program Code. Only use the abbreviations provided. **NOTE**: **Select the program code that best fits if the program the trainee is enrolled in is not available from the list.**

The program descriptions for this list were obtained from the Royal College of Physicians and Surgeons and the College of Family Physicians of Canada, with the addition of identifiers to differentiate Adult from Pediatric programs in some cases. This list will be updated annually to match the Colleges’ main accredited program lists, currently available at:

[Link to Royal College of Physicians and Surgeons](http://www.royalcollege.ca/rcsite/education-strategy-accreditation/pgme-training-programs/residency-programs/search-programs-by-discipline-e)

[Link to College of Family Physicians of Canada](http://www.cfpc.ca/CAC/)

| **No.** | **Program Code** | **Program Description** |
| --- | --- | --- |
|  | AALL | Adult Clinical Immunology & Allergy |
|  | ACAR | Adult Cardiology |
|  | ADID | Adult Infectious Diseases |
|  | ADOM | Adolescent Medicine |
|  | AENM | Adult Endocrinology & Metabolism |
|  | AGAS | Adult Gastroenterology |
|  | AICU | Adult Critical Care Medicine |
|  | ANEP | Adult Nephrology |
|  | ANES | Anesthesiology |
|  | ANEU | Adult Neurology |
|  | APAT | Anatomical Pathology |
|  | ARES | Adult Respirology |
|  | ARHE | Adult Rheumatology |
|  | CAPS | Child and Adolescent Psychiatry |
|  | CARS | Cardiac Surgery |
|  | CINP | Clinician Investigator Program |
|  | COLS | Colorectal Surgery |
|  | CPHA | Clinical Pharmacology and Toxicology |
|  | DERM | Dermatology |
|  | DEVP | Developmental Pediatrics |
|  | DIAR | Diagnostic Radiology |
|  | EMRG | Emergency Medicine |
|  | FAMD | Family Medicine |
|  | FMAD | Family Medicine: Addiction Medicine |
|  | FMAN | Family Medicine: Family Practice Anesthesia |
|  | FMCE | Family Medicine: Care of Elderly |
|  | FMCS | Family Medicine: Clinician Scholar |
|  | FMEM | Family Medicine: Emergency Medicine |
|  | FMES | Family Medicine: Enhanced Surgical Skills |
|  | FMSE | Family Medicine: Sport and Exercise Medicine |
|  | FMPC | Family Medicine: Palliative Care |
|  | FMOB | Family Medicine: Obstetrical Surgical Skills |
|  | FOPS | Forensic Psychiatry |
|  | FPAT | Forensic Pathology |
|  | GERM | Geriatric Medicine |
|  | GERP | Geriatric Psychiatry |
|  | GREP | Gynecologic Reproductive Endocrinology & Infertility |
|  | GSON | General Surgery Oncology |
|  | GSUR | General Surgery |
|  | GYNO | Gynecologic Oncology |
|  | HAEM | Hematology |
|  | HPAT | Hematological Pathology |
|  | INMC | Internal Medicine: Core |
|  | INMG | Internal Medicine: General |
|  | INTR | Interventional Radiology |
|  | MAFM | Maternal Fetal Medicine |
|  | MBIO | Medical Biochemistry |
|  | MGEN | Medical Genetics and Genomics |
|  | MMIC | Medical Microbiology |
|  | MONC | Medical Oncology |
|  | NEUR | Neurosurgery |
|  | NICU | Neonatal Perinatal Medicine |
|  | NPAT | Neuropathology |
|  | NUMD | Nuclear Medicine |
|  | NURR | Neuroradiology |
|  | OBGY | Obstetrics & Gynecology |
|  | OCCM | Occupational Medicine |
|  | OMFS | Oral and Maxillofacial Surgery |
|  | OPHT | Ophthalmology |
|  | ORTO | Orthopedic Surgery |
|  | OTOL | Otolaryngology - Head & Neck Surgery |
|  | PALL | Pediatric Clinical Immunology & Allergy |
|  | PALM | Palliative Medicine |
|  | PAMD | Pain Medicine |
|  | PATH | General Pathology |
|  | PCAR | Pediatric Cardiology |
|  | PEDI | Pediatrics |
|  | PEDS | Pediatric Surgery |
|  | PEID | Pediatric Infectious Diseases |
|  | PENM | Pediatric Endocrinology & Metabolism |
|  | PERG | Pediatric Emergency Medicine |
|  | PGAS | Pediatric Gastroenterology |
|  | PHON | Pediatric Hematology/Oncology |
|  | PHPM | Public Health and Preventive Medicine |
|  | PICU | Pediatric Critical Care Medicine |
|  | PLAS | Plastic Surgery |
|  | PMRE | Physical Medicine & Rehabilitation |
|  | PNEP | Pediatric Nephrology |
|  | PNEU | Pediatric Neurology |
|  | PRAD | Pediatric Radiology |
|  | PRES | Pediatric Respirology |
|  | PRHE | Pediatric Rheumatology |
|  | PSYC | Psychiatry |
|  | RONC | Radiation Oncology |
|  | THOS | Thoracic Surgery |
|  | UGME | Undergraduate |
|  | UROL | Urology |
|  | VASS | Vascular Surgery |

## TABLE 4: Data Element – SERV

Enter the provided abbreviation for the HOSPITAL INPATIENT SERVICE OR DEPARTMENT that the trainee is associated with. For example, if the trainee is associated with the hospital’s Sports Medicine service, enter **SPOR** under the Service Code. Only use the abbreviations provided. **NOTE: Select the service code that best fits if the service the trainee is associated with is not available from the list.**

| **No.** | **Service Code** | **Service Description** |
| --- | --- | --- |
| 1 | AALL | Adult Clinical Immunology & Allergy |
| 2 | AANE | Adult Anesthesiology |
| 3 | ACAR | Adult Cardiology |
| 4 | ACSU | Adult Cardiac Surgery |
| 5 | ADDM | Addictions Medicine |
| 6 | ADID | Adult Infectious Diseases |
| 7 | ADIR | Adult Diagnostic Radiology |
| 8 | ADOM | Adolescent Medicine |
| 9 | AEMG | Adult Emergency Medicine |
| 10 | AENM | Adult Endocrinology & Metabolism |
| 11 | AGAS | Adult Gastroenterology |
| 12 | AGEN | Adult General Surgery |
| 13 | AICU | Adult Critical Care Medicine |
| 14 | ANEP | Adult Nephrology |
| 15 | ANEU | Adult Neurology |
| 16 | ANSU | Adult Neurosurgery |
| 17 | AOPT | Adult Ophthalmology |
| 18 | AORS | Adult Orthopedic Surgery |
| 19 | AOTO | Adult Otolaryngology - Head & Neck Surgery |
| 20 | APAT | Anatomical Pathology |
| 21 | APLA | Adult Plastic Surgery |
| 22 | ARES | Adult Respirology |
| 23 | ARHE | Adult Rheumatology |
| 24 | AURO | Adult Urology |
| 25 | CAPS | Child and Adolescent Psychiatry |
| 26 | COLS | Colorectal Surgery |
| 27 | CPHA | Clinical Pharmacology |
| 28 | DERM | Dermatology |
| 29 | DEVP | Developmental Pediatrics |
| 30 | FAMD | Family Medicine |
| 31 | FOPS | Forensic Psychiatry |
| 32 | FPAT | Forensic Pathology |
| 33 | GERM | Geriatric Medicine |
| 34 | GERP | Geriatric Psychiatry |
| 35 | GREP | Gynecologic Reproductive Endocrinology & Infertility |
| 36 | GSON | General Surgery Oncology |
| 37 | GYNG | Gynecology General |
| 38 | GYNO | Gynecologic Oncology |
| 39 | HAEM | Hematology |
| 40 | HPAT | Hematological Pathology |
| 41 | INDM | Indigenous Medicine |
| 42 | INMG | General Internal Medicine |
| 43 | MAFM | Maternal Fetal Medicine |
| 44 | MBIO | Medical Biochemistry |
| 45 | MGEN | Medical Genetics |
| 46 | MMIC | Medical Microbiology |
| 47 | MONC | Medical Oncology |
| 48 | NEOM | Neonatal Perinatal Medicine |
| 49 | NICU | Neonatal Critical Care Medicine |
| 50 | NPAT | Neuropathology |
| 51 | NUMD | Nuclear Medicine |
| 52 | NURR | Neuroradiology |
| 53 | OBGY | Obstetrics & Gynecology |
| 54 | OCCM | Occupational Medicine |
| 55 | ORAL | Oral Surgery and/or Dentistry |
| 56 | PALL | Pediatric Clinical Immunology & Allergy |
| 57 | PALM | Palliative Medicine |
| 58 | PAMD | Pain Medicine |
| 59 | PANE | Pediatric Anesthesiology |
| 60 | PATH | General Pathology |
| 61 | PCAR | Pediatric Cardiology |
| 62 | PCSU | Pediatric Cardiac Surgery |
| 63 | PDIR | Pediatric Diagnostic Radiology |
| 64 | PEDI | Pediatrics |
| 65 | PEID | Pediatric Infectious Diseases |
| 66 | PENM | Pediatric Endocrinology & Metabolism |
| 67 | PERG | Pediatric Emergency Medicine |
| 68 | PGAS | Pediatric Gastroenterology |
| 69 | PGEN | Pediatric General Surgery |
| 70 | PHON | Pediatric Hematology/Oncology |
| 71 | PHPM | Public Health and Preventive Medicine |
| 72 | PICU | Pediatric Critical Care Medicine |
| 73 | PMRE | Physical Medicine & Rehabilitation |
| 74 | PNEP | Pediatric Nephrology |
| 75 | PNEU | Pediatric Neurology |
| 76 | PNSU | Pediatric Neurosurgery |
| 77 | POPT | Pediatric Ophthalmology |
| 78 | PORS | Pediatric Orthopedic Surgery |
| 79 | POTO | Pediatric Otolaryngology - Head & Neck Surgery |
| 80 | PPLA | Pediatric Plastic Surgery |
| 81 | PRAD | Pediatric Radiology |
| 82 | PRES | Pediatric Respirology |
| 83 | PRHE | Pediatric Rheumatology |
| 84 | PSYC | Psychiatry |
| 85 | PURO | Pediatric Urology |
| 86 | RONC | Radiation Oncology |
| 87 | SPOR | Sports Medicine |
| 88 | THOS | Thoracic Surgery |
| 89 | UGME | Undergraduate |
| 90 | VASS | Vascular Surgery |

## TABLE 5: Data Elements –FACILITY NAME, FACILITY NUMBER

Use the table below to select the hospital FACILITY NAME AND FACILITY NUMBER where the trainee’s placement occurs.

**Note:** In instances where there are several names that pertain to a facility, the legal entity name (found in Facility Name column below) must be used as data is reported at legal entity level not at site level. Prior to each submission period, ensure that changes to facility profile (name, number) are updated in your system.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| OH Region Code | OH Region Name | OH Region Detailed Name | Facility No. | Facility Name | Major School |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 704 | Erie Shores Health Care | Western |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 927 | Hotel-Dieu Grace Healthcare | Western |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 933 | Windsor Regional Hospital | Western |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 966 | Bluewater Health | Western |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 981 | Chatham-Kent Health Alliance | Western |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 593 | Four Counties Health Services | Western |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 633 | Clinton Public Hospital | Western |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 655 | South Huron Hospital | Western |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 663 | Alexandra Marine And General Hospital | Western |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 676 | Hanover And District Hospital | Western |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 684 | Alexandra Hospital | Western |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 709 | Listowel Memorial Hospital | Western |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 714 | St.Joseph's Health Care London | Western |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 792 | St Marys Memorial Hospital | Western |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 793 | St Thomas-Elgin General Hospital | Western |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 801 | Seaforth Community Hospital | Western |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 813 | Stratford General Hospital | Western |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 814 | Strathroy Middlesex General Hospital | Western |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 824 | Tillsonburg District Memorial Hospital | Western |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 889 | Wingham And District Hospital | Western |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 890 | Woodstock General Hospital Trust | Western |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 936 | London Health Sciences Centre | Western |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 946 | South Bruce Grey Health Ctr | Western |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 955 | Grey Bruce Health Services | Western |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 601 | Homewood Health Centre | McMaster |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 656 | Groves Memorial Community Hospital | McMaster |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 661 | Cambridge Memorial Hospital | McMaster |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 665 | Guelph General Hospital | McMaster |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 666 | St. Joseph’s Health Centre, Guelph | McMaster |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 699 | St Mary's General Hospital | McMaster |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 930 | Grand River Hospital Corporation | McMaster |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 963 | North Wellington Health Care Corporation | McMaster |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 674 | St Joseph's Health Care System-Hamilton | McMaster |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 718 | Joseph Brant Hospital | McMaster |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 734 | West Haldimand General Hospital | McMaster |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 790 | The Religious Hospitallers of St. Joseph of the Hotel Dieu of St. Catharines | McMaster |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 804 | Norfolk General Hospital | McMaster |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 942 | Hamilton Health Sciences Corporation | McMaster |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 962 | Niagara Health System | McMaster |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 970 | Brant Community Healthcare System | McMaster |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 648 | Haldimand War Memorial Hospital | McMaster |
| 02 | Central | Mississauga Halton | 916 | Headwaters Health Care Centre | Toronto |
| 02 | Central | Mississauga Halton | 951 | William Osler Health System | McMaster |
| 02 | Central | Mississauga Halton | 950 | Halton Healthcare Services Corp | McMaster |
| 03 | Toronto | Toronto Central | 975 | Trillium Health Partners | Toronto |
| 03 | Toronto | Toronto Central | 613 | West Park Healthcare Centre | Toronto |
| 03 | Toronto | Toronto Central | 827 | Baycrest Centre For Geriatric Care | Toronto |
| 03 | Toronto | Toronto Central | 837 | Hospital For Sick Children (The) | Toronto |
| 03 | Toronto | Toronto Central | 850 | Runnymede Healthcare Centre | Toronto |
| 03 | Toronto | Toronto Central | 854 | Salvation Army Toronto Grace Hospital | Toronto |
| 03 | Toronto | Toronto Central | 858 | Toronto East Health Network | Toronto |
| 03 | Toronto | Toronto Central | 862 | Women's College Hospital | Toronto |
| 03 | Toronto | Toronto Central | 939 | Holland Bloorview Kids Rehabilitation Hospital | Toronto |
| 03 | Toronto | Toronto Central | 947 | University Health Network | Toronto |
| 03 | Toronto | Toronto Central | 948 | Centre For Addiction And Mental Health | Toronto |
| 03 | Toronto | Toronto Central | 953 | Sunnybrook Health Sciences Centre | Toronto |
| 03 | Toronto | Toronto Central | 976 | Sinai Health System | Toronto |
| 03 | Toronto | Toronto Central | 980 | Unity Health Toronto | Toronto |
| 02 | Central | Mississauga Halton | 596 | Stevenson Memorial Hospital Alliston | Toronto |
| 03 | Toronto | Toronto Central | 632 | North York General Hospital | Toronto |
| 02 | Central | Mississauga Halton | 701 | Mackenzie Health | Toronto |
| 02 | Central | Mississauga Halton | 736 | Southlake Regional Health Centre | Toronto |
| 02 | Central | Mississauga Halton | 905 | Oak Valley Health | Toronto |
| 03 | Toronto | Toronto Central | 941 | Humber River Hospital | Toronto |
| 04 | East | Champlain | 624 | Campbellford Memorial Hospital | Queen's |
| 04 | East | Champlain | 707 | Ross Memorial Hospital | Queen's |
| 04 | East | Champlain | 771 | Peterborough Regional Health Centre | Queen's |
| 04 | East | Champlain | 938 | Haliburton Highlands Health Services | Toronto |
| 04 | East | Champlain | 940 | Northumberland Hills Hospital | Queen's |
| 04 | East | Champlain | 952 | Lakeridge Health | Queen's |
| 04 | East | Champlain | 969 | Ontario Shores Centre For Mental Health Sciences | Toronto |
| 03 | Toronto | Toronto Central | 979 | Scarborough Health Network | Toronto |
| 04 | East | Champlain | 592 | Lennox And Addington County Gen Hospital | Queen's |
| 04 | East | Champlain | 619 | Brockville General Hospital | Queen's |
| 04 | East | Champlain | 695 | Providence Care Centre | Queen's |
| 04 | East | Champlain | 928 | Perth And Smiths Falls District Hospital | Ottawa |
| 04 | East | Champlain | 957 | Quinte Healthcare Corporation | Queen's |
| 04 | East | Champlain | 978 | Kingston Health Sciences Centre | Queen’s |
| 04 | East | Champlain | 651 | Royal Ottawa Health Care Group | Ottawa |
| 04 | East | Champlain | 597 | Almonte General Hospital | Ottawa |
| 04 | East | Champlain | 599 | Arnprior & District Memorial Hosp.(The) | Ottawa |
| 04 | East | Champlain | 626 | Carleton Place And District Mem. Hospital | Ottawa |
| 04 | East | Champlain | 644 | Hotel Dieu Hospital | Ottawa |
| 04 | East | Champlain | 646 | Deep River And District Hospital | NOSM |
| 04 | East | Champlain | 732 | Kemptville District Hospital | Ottawa |
| 04 | East | Champlain | 751 | Childrens Hospital Of Eastern Ontario-Ottawa Childrens Treatment Centre | Ottawa |
| 04 | East | Champlain | 753 | Hopital Montfort | Ottawa |
| 04 | East | Champlain | 763 | Pembroke Regional Hospital Inc | Ottawa |
| 04 | East | Champlain | 768 | St Francis Memorial Hospital | Ottawa |
| 04 | East | Champlain | 777 | Queensway-Carleton Hospital | Ottawa |
| 04 | East | Champlain | 788 | Renfrew Victoria Hospital | Ottawa |
| 04 | East | Champlain | 800 | Hawkesbury And District General Hospital | Ottawa |
| 04 | East | Champlain | 802 | Glengarry Memorial Hospital | Ottawa |
| 04 | East | Champlain | 882 | Winchester District Memorial Hospital | Ottawa |
| 04 | East | Champlain | 932 | Bruyere Continuing Care Inc. | Ottawa |
| 04 | East | Champlain | 958 | Ottawa Hospital (The) | Ottawa |
| 04 | East | Champlain | 961 | University of Ottawa Heart Institute | Ottawa |
| 04 | East | Champlain | 967 | Cornwall Community Hospital | Ottawa |
| 02 | Central | Mississauga Halton | 606 | Royal Victoria Regional Health Centre | Toronto |
| 02 | Central | Mississauga Halton | 640 | Collingwood General And Marine Hospital | McMaster |
| 02 | Central | Mississauga Halton | 726 | Georgian Bay General Hospital | Toronto |
| 02 | Central | Mississauga Halton | 745 | Orillia Soldiers' Memorial Hospital | Toronto |
| 02 | Central | Mississauga Halton | 968 | Muskoka Algonquin Healthcare | NOSM |
| 01 | West | Hamilton Niagara Haldimand Brant (HNHB) | 972 | Waypoint Ctr For Mental Hlth Care | McMaster |
| 05 | North East | North East | 611 | North Shore Health Network | NOSM |
| 05 | North East | North East | 627 | Services De Santé De Chapleau Health Services | NOSM |
| 05 | North East | North East | 638 | Lady Minto Hospital (The) | NOSM |
| 05 | North East | North East | 650 | St Joseph's General Hospital | NOSM |
| 05 | North East | North East | 654 | Espanola General Hospital | NOSM |
| 05 | North East | North East | 681 | Notre Dame Hospital | NOSM |
| 05 | North East | North East | 682 | Hornepayne Community Hospital | NOSM |
| 05 | North East | North East | 685 | Anson General Hospital | NOSM |
| 05 | North East | North East | 686 | Lady Dunn Health Centre | NOSM |
| 05 | North East | North East | 687 | Sensenbrenner Hospital (The) | NOSM |
| 05 | North East | North East | 723 | Bingham Memorial Hospital | NOSM |
| 05 | North East | North East | 724 | Mattawa General Hospital | NOSM |
| 05 | North East | North East | 784 | Manitoulin Health Centre | NOSM |
| 05 | North East | North East | 809 | Smooth Rock Falls Hospital | NOSM |
| 05 | North East | North East | 881 | West Nipissing General Hospital | NOSM |
| 05 | North East | North East | 888 | Temiskaming Hospital | NOSM |
| 05 | North East | North East | 907 | Timmins & District General Hospital | NOSM |
| 05 | North East | North East | 931 | West Parry Sound Health Centre | NOSM |
| 05 | North East | North East | 959 | Health Sciences North | NOSM |
| 05 | North East | North East | 965 | Sault Area Hospital | NOSM |
| 05 | North East | North East | 971 | St.Joseph's Continuing Care Centre Of Sudbury | NOSM |
| 05 | North East | North East | 973 | Moose Factory Weeneebayko Area Health Authority | Queen's |
| 05 | North East | North East | 974 | North Bay Regional Health Centre | NOSM |
| 05 | North East | North East | 982 | Blanche River Health | NOSM |
| 06 | North West | North West | 600 | Atikokan General Hospital | NOSM |
| 06 | North West | North West | 647 | Dryden Regional Health Centre | NOSM |
| 06 | North West | North West | 662 | Geraldton District Hospital | NOSM |
| 06 | North West | North West | 719 | Sante Manitouwadge Health | NOSM |
| 06 | North West | North West | 739 | Nipigon District Memorial Hospital | NOSM |
| 06 | North West | North West | 781 | St. Joseph's Care Group | NOSM |
| 06 | North West | North West | 826 | Lake-Of-The-Woods District Hospital | NOSM |
| 06 | North West | North West | 896 | Red Lake Marg Cochenour Mem Hosp (The) | NOSM |
| 06 | North West | North West | 900 | Riverside Health Care Facilities Inc. (Rainycrest) | NOSM |
| 06 | North West | North West | 935 | Thunder Bay Regional Health Sciences Centre | NOSM |
| 06 | North West | North West | 964 | Sioux Lookout Meno-Ya-Win Health Centre | NOSM |
| 06 | North West | North West | 977 | North of Superior Healthcare | NOSM |

## TABLE 6: Number of Days Quarterly Time Period

The maximum number of days that can be submitted to the Ministry for a single trainee across all facilities in the capped annual file is 275 days. Because trainees may work more than the annual maximum number of days allowed, an annual cap is applied AFTER all quarterly data has been submitted.

All quarters will first be submitted to OPRC with the actual number of days, which have quarterly maximums based on the calendar days available (see table below).

After all quarters have been individually approved, OPRC will compile the records to create the annual file. In this annual file:

* For any single trainee with more than 275 days, OPRC will proportionally reduce (cap) the number of days for all related records using a formula such as:

([# of Days for this record] / [Sum Of # of Days for this trainee]) \* 275

If required, the capped results are then rounded or truncated to bring them to a maximum of 4 decimal places.

* For any single trainee with less than or equal to 275 days, no change is made to the number of days.

This will ensure that the sum of all of the days reported for a single trainee does not exceed 275 days per fiscal year.

| Quarter Period | Maximum Number of days submitted to OPRC for Q1-4 | Maximum Number of CAPPED days submitted to Ministry for ANNUAL file |
| --- | --- | --- |
| Q1) April 1st – June 30th | 91.00 |  |
| Q2) July 1st – September 30th | 92.00 |  |
| Q3) October 1st – December 31st | 92.00 |  |
| Q4) January 1st – March 31st | 90.00 (91.00 on leap years\*) |  |
| Maximum Total for Year | **365.00** (366.00 on leap years\*) | **275.0000\*** |

\*February 29 is an extra day each leap year, which means the cap for Q4 of leap years is extended by 1 extra day (from 275.0000 to 276.0000). This situation will recur every 4 years (2020, 2024, etc.)

## Appendix A: Business Rules

1. MTD submissions must be collected on a quarterly basis and submitted to OPRC according to the published schedule.
2. If a trainee’s days overlap into the next quarter, only days that belong to the current quarter will be reported and counted. Days that have overlapped into the next quarter should be applied to that quarter’s reporting data.
3. If a trainee’s days overlap into the new fiscal year, only days that belong to the current fiscal year will be reported and counted.
4. The maximum number of CAPPED days a trainee can work within a year is 275.
5. The same Medical trainee cannot be working at multiple hospitals at the same time unless it falls within the allocated parameters of a day (the # of Days reported for a trainee must add up to no more than 1.00 for any single day).
6. Universities are responsible to keep the trainee’s exact records for audit purposes for a minimum of 7 years and may be asked to produce upon Ministry request.
7. Trainees must possess either a unique student number (if an undergraduate trainee) or a unique CPSO # (if a postgraduate trainee).
   1. Undergraduate trainees visiting a hospital outside of their university’s boundary must provide their student number from the school where they are enrolled for their Medical Training. A newly created student number from the school that they are visiting is NOT allowed.
   2. Postgraduate trainees from an out of province or out of country school must have a valid CPSO#.
8. Legal name is standardized by OPRC as the name registered with CPSO for postgraduate trainees, and as the name registered with the School Attended for undergraduate trainees.
9. MINC must be reported for all records where a MINC exists. MINC may not exist for some records where School Attended is OOC or Category is F.
10. If an undergraduate trainee changes his/her student category/level of education within one fiscal year reporting period; the submitted records must be incremental and show continuity by fiscal quarter (e.g. U3 in Q1 must be followed in the next reporting period by U4 in Q2, not U3 to U5).
11. Trainees who are completing Assessment Program rotations must be claimed in the Category which they anticipate entering once their Assessment Program is complete. The IMG Category is no longer valid.
12. U1 records and U2 records from schools other than MAC should no longer be submitted to the Ministry, as they are pre-clerkship rotations and are not included in the Funding Formula.

1. U2 data for students from McMaster should still be submitted as they are included in the Medical Trainee Days for Funding Formula. [↑](#footnote-ref-2)