

CAPER INSTRUCTION MANUAL

16TH EDITION

Canadian Post-M.D. Education Registry (CAPER)

About CAPER

The Canadian Post-M.D. Education Registry (CAPER) is the central repository for statistical information on postgraduate medical education in Canada. CAPER maintains individual-level data for all postgraduate medical residents and fellows. Data is gathered on an annual basis from all 18 Canadian Faculties of Medicine. CAPER records capture data throughout postgraduate medical training as well as ongoing practice location following post-M.D. training.

CAPER Contact Information

If you have questions or need assistance during the data submission process, please contact the CAPER team using the details below:

 **Address:** 150 Elgin Street, 10th Floor, Ottawa, Ontario, K2P 1L4

 **Telephone:** 613-730-1204

 **Email:** caper@afmc.ca

 **Website:** <http://www.caper.ca>

Resources

The following resources are available to support annual data collection activities:

Resource	Purpose
CAPER Instruction Manual	Reporting requirements and field definitions
CAPER Code Crosswalk File	Lookup tables for all CAPER codes
Medical School Codes File	Medical school coding reference
CAPER Data Collection Form	Optional data collection template
CAPER Excel Data Submission Template (NEW)	Preferred format for submission of CAPER annual census data. The template has been designed to support consistent reporting, facilitate data validation, and improve processing efficiency. Unless otherwise agreed to with CAPER, faculties are encouraged to submit annual census data using the CAPER Excel Submission Template. Beginning with the FY2027-2028 data collection cycle, CAPER will transition to Excel-based submissions and completed CAPER Data Collection Forms will no longer be accepted as a submission format. Faculties operating under a CAPER-approved alternative submission process may continue to use their approved methodology.
Verification Tables	Faculty review and sign-off process
CAPER Support Team	Assistance with interpretation, coding, and submission questions

CAPER Support Team

- **Cindy Brassard**, Program Lead
- **Leslie Forward**, Senior Data Analyst

Common Support Requests

Please contact CAPER if you require assistance with:

- Determining trainee eligibility for reporting;
- Assigning CAPER codes;
- Identifying a medical school code;
- Funding source classifications;
- Data validation questions;
- Box.com access issues;
- Verification Table review;
- Any other concerns related to data submissions or validation requests.

Early consultation can help prevent delays during validation and review.

Document Version

This document reflects the most recent updates as of September 2026.

What's New This Year

The following updates have been introduced for the current collection cycle:

- Revisions to CAPER codes and supporting documentation, where applicable.
- Updates to Medical School Codes to reflect changes in Canadian medical education.
- Clarifications to data definitions and reporting requirements.
- Updates to funding source coding guidance.
- Revisions based on feedback received from participating Faculties of Medicine.

Faculties are encouraged to review all updates before preparing annual submissions.

IMPORTANT

Following stakeholder feedback, substantial updates were made to the CAPER Instruction Manual in 2023.

For all variables with coded values (e.g., field of training, M.D. school, legal status) a dedicated crosswalk file is now available in Excel format. This file enables users to sort and filter long tables efficiently. For advanced users, it also supports automated recoding of faculty-held data for submission to CAPER.

In 2025, the addition of Canada's newest faculty of medicine at Toronto Metropolitan University prompted a full review of the Instruction Manual and Codes, bringing the total to 18 faculties of medicine across Canada. Text was reworded for clarity in specific sections, and instructions for coding sources of funding have been added or clarified, including new codes.

[Access the Excel Crosswalk File Here](#)

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Reporting Guidelines for the CAPER Annual Census

Instructions for Reporting

The reporting date for the CAPER annual census of Post M.D. trainees is **November 1st**. All trainees receiving post M.D. training on this date must be reported.

➡ For more details, see page ii: "Who Should Be Included?"

If your faculty of medicine maintains regularly updated files on trainees, the data reported to CAPER must reflect a **"frozen" snapshot as of November 1**.

Annual CAPER Data Collection Timeline

To support planning and preparation, CAPER follows an annual data collection cycle. Faculties are encouraged to begin preparing data well in advance of the reporting date to allow sufficient time for internal validation and review. Specific submission deadlines and review periods will be communicated each year by the CAPER team.

Activity	Timing
CAPER Data Collection Package Released	September
Faculty Preparation and Data Extraction	September to October
Census Date (Data Snapshot)	November 1
Faculty Data Submission Deadline	November 27, 2026
CAPER Validation and Follow-Up	November to December
Verification Tables Distributed	December to January
Faculty Review and Sign-Off	January to February
Database Finalization	Following completion of faculty review

Important: CAPER's annual data collection, validation, verification, and reporting activities follow a tightly coordinated schedule. Late submissions may significantly delay data validation, the production of Verification Tables, and the finalization of national reporting activities. Faculties are strongly encouraged to submit data by the established deadline whenever possible.

Quick Start Checklist

Before submitting data to CAPER, ensure that the following steps have been completed:

- ☐ Review the current year's Instruction Manual and Code Crosswalk File
- ☐ Review any updates or changes communicated by CAPER
- ☐ Create a frozen snapshot of trainee data as of November 1
- ☐ Verify all mandatory fields are complete
- ☐ Validate applicable codes against the CAPER Code Crosswalk File
- ☐ Review trainee names and dates of birth for accuracy
- ☐ Submit data through your assigned Box.com folder
- ☐ Review Verification Tables provided by CAPER
- ☐ Complete faculty sign-off and return any required corrections



Data Submission

Data must be transmitted to CAPER using the faculty's assigned **Box.com** folder. Box.com provides secure file transfer with encryption both **in transit** and **at rest**.

Before submitting data:

- Confirm that the file contains a frozen snapshot of trainee data as of November 1.
- Ensure all required variables are included.
- Review codes against the current CAPER Code Crosswalk File.
- Confirm data quality checks have been completed internally.

Following submission, the CAPER team will review all files and contact faculties if clarification or corrections are required.

If you experience technical difficulties accessing your faculty's Box.com folder, please contact CAPER at caper@afmc.ca.

What Happens After Submission?

Following receipt of faculty data, CAPER performs a series of validation, quality assurance, and processing activities prior to producing Verification Tables.

CAPER Review Process

1. Faculty submits data via Box.com.
2. CAPER performs validation and quality assurance reviews.
3. CAPER follows up with faculties regarding any identified issues or questions.
4. CAPER processes and integrates submitted data into the national database.
5. Verification Tables are generated and distributed to faculties.
6. Faculties review and confirm data accuracy.
7. CAPER incorporates approved corrections and finalizes the annual database.

The Verification Tables represent the official opportunity for faculties to review and confirm the accuracy of submitted data before final database finalization.

Reviewing Verification Tables

Verification Tables are generated after CAPER validation, and processing activities have been completed.

Faculties should review:

- Trainee counts;
- Fields of training;
- Funding sources;
- New trainee records;
- Removed trainee records;
- Significant year-over-year changes.

The Verification Table review period represents the final opportunity to confirm the accuracy of faculty data prior to database finalization.

Accepted File Formats

CAPER's preferred submission format is the CAPER Excel Submission Template.

Faculties operating under a CAPER-approved alternative submission process may continue to submit data using their approved methodology.

Beginning with the FY2027-2028 data collection cycle, completed CAPER Data Collection Forms will no longer be accepted as a submission format.

Faculties that are unable to submit data using the CAPER Excel Submission Template should contact CAPER in advance to discuss alternative arrangements.

Data Entry Standards

- **Always use CAPITAL LETTERS** (uppercase ONLY). Do not use lowercase LETTERS.
- **Double-check spelling** of all names.
- **Verify dates of birth** carefully. Use the standard date format DD-MM-YYYY (e.g., 16-09-2026) for all date entries.
- **Check legal status** of all trainees

 *Name and date of birth are the primary identifiers used to match trainees across years. Even a one-character difference can disrupt automated matching.*

Common Validation Checks

CAPER performs a number of quality assurance checks on submitted files. Faculties are encouraged to complete these reviews prior to submission.

Common issues identified during validation include:

- Missing mandatory data fields.
- Invalid or inactive CAPER codes.
- Inconsistencies between write-in values and coded values.
- Duplicate trainee records.
- Invalid contract dates.
- Missing legal status information.
- Missing or incorrect Medical School Codes.
- Significant year-over-year changes requiring verification.

Completing internal validation prior to submission can reduce follow-up requests and improve processing efficiency.

Frequently Identified Validation Issues

- Trainee reported under a different name than in previous years
- Changes in field of training requiring verification
- Missing funding source details



- Contract dates that overlap multiple records
- Missing medical school information
- Invalid field of training codes
- Duplicate MINC numbers

Eligibility Criteria for Reporting Post-M.D. Trainees

This section outlines who must be included in the CAPER annual census as of November 1. All post-M.D. trainees (residents and fellows) actively engaged in training on this date must be reported, even if their training contract does not span a full year.

Include the Following:

1. **Residents, research residents and fellows** enrolled in a planned post-M.D. training program.
2. **All post-M.D. trainees** under the supervision of a faculty of medicine, regardless of their funding source.
3. **Trainees conducting research** as part of their training program.
4. **Trainees temporarily absent** (e.g., illness or leave) on November 1, provided the absence is six months or less.
5. **Trainees on maternity or other leave** of six months or less.
6. Fellows, as defined below.

Definition of a Fellow:

A *fellow* is a post-M.D. trainee registered with the Postgraduate Medical Education Office of a university faculty of medicine who, regardless of funding source, is pursuing clinical or research training **not evaluated for Canadian licensure or certification** by:

- The College of Family Physicians of Canada
- The Collège des médecins du Québec
- The Royal College of Physicians and Surgeons of Canada

Trainees in Royal College “accreditation without certification” programs who hold the required prerequisite certification **must be reported as residents**

Do Not Include:

Trainees enrolled in **pre-internship “assessment” programs** designed for international medical graduates.

File Format: CAPER Annual Census of Post-M.D. Trainees

FIELD	POSITION	FIELD LENGTH	TYPE	DESCRIPTION	PAGE
1	1-4	4	N	Report Year	13
2	5-6	2	N	University Providing Training as of November 1 of this year	14
Socio-Demographic Information					
3	7-20	14	A	MINC Number (CAMD-XXXX-XXXX)	15
4	21-73	53	A	Names of Trainee	16
5	74-126	53	A	Names on M.D. Degree or the Equivalent First Qualification in Medicine	18
6	127-134	8	N	Date of Birth	20
7	135	1	N	Sex	21
8	136	1	N	Legal Status in Canada at Beginning of this Training Year	22
9	137-139	3	N	Country of Citizenship	23
Previous Medical Education					
10	140-194	55	A	Name and Country of Location of University Awarding M.D. or Equivalent First Professional Qualification in Medicine (Write-in)	24
11	195-200	6	N	University Awarding M.D. Degree or Equivalent First Professional Qualification in Medicine	25
12	201-204	4	N	Year of Receipt of M.D. Degree or Equivalent First Professional Qualification in Medicine	26
Current Training Program					
13	205-254	50	A	Name and Location of Organization Providing Financial Support for the Position Filled by Trainee (Write-in)	27
14	255-256	2	N	Type of Organization Providing Funding for Position Held by Post-M.D. Trainee (Code)	29
15	257-264	8	N	Contract Start Date	32
16	265-272	8	N	Contract Stop Date	33
17	273-297	25	A	Rank (Training Level) in Royal College, CFPC or CMQ Accredited Training Program of Trainee (Write-in)	34
18	298	1	N	Rank (Training Level) of Trainee (Code)	35
19	299	1	N	Type of Fellowship (code)	36
20	300	1	N	Clinician Investigator Program	37

FIELD	POSITION	FIELD LENGTH	TYPE	DESCRIPTION	PAGE
21	301-350	50	A	CaRMS R-1 Match Program (Write-in)	38
22	351-356	6	N	CaRMS R-1 Match Program (Code)	39
23	357-406	50	A	Field of Training This Year (Write-in)	40
24	407-411	5	N	Field of Training This Year (Code)	41
25	412	1	N	Area of Focused Competence Program (AFC)	42
Re-Entry					
26	413	1	N	Return from Practice (Re-entry)	43

Note: If submitting a fixed-width file be sure to follow the specified field positions and lengths exactly. If submitting an Excel file, it is only necessary to maintain the correct order of variables.

Detailed Information on Data Fields

Note: The sample data presented in the yellow example boxes throughout this manual are fictitious and are provided for demonstration purposes only. Any similarity to actual persons, living or dead, organizations, institutions, or events is purely coincidental.

Report Year

FIELD NUMBER 1

Positions 1-4

A numeric field with a record length of 4. Report the 4 digits for the year for which data are being reported. This is a constant each year. For example, the code for data relating to the training year July 2002 to June 2003 (i.e. collection date Nov. 1, 2002) = 2002.

Example:

<u>Code</u>	<u>Meaning</u>
2002	Report Year: 2002
2025	Report Year: 2025



University Providing Training as of November 1 This Year

FIELD NUMBER 2 **Positions 5-6**

A numeric field with a record length of 2. This is a constant for all records submitted by each university. The first digit represents the province code; the second digit represents the specific university within each province. Give the two-digit code for the university which is providing the training for this trainee.

➡ See tab ["2 – Training Faculty" in the Excel file](#) for correspondence between codes and universities.



MINC Number (Medical Identification Number for Canada)

FIELD NUMBER 3

Positions 7-20

Please provide the MINC number if available.

Format: CAMD-1234-5678

Names of Trainee

FIELD NUMBER 4

Positions 21-73

An alpha field with a record length of 53. This is for reporting the names under which the trainee is now registered at the university providing training. Use punctuation if it is part of the normal spelling of the name. Hyphens, apostrophes, and commas may be used. Accents common in many French, German, etc. names, may NOT be used. All names are to be entered on the record using CAPITAL LETTERS only.

 **IMPORTANT:** Length and positions only need to be considered for fixed-width file submissions.

Positions 21-45

SURNAME

Up to 25 spaces are allowed for reporting the surname (family name). ALWAYS LEFT JUSTIFY. ALWAYS START IN POSITION 21.

Positions 46-70

GIVEN NAME(S)

Up to 25 spaces are allowed for reporting the usual given name(s) of the trainees. ALWAYS REPORT THE FIRST GIVEN NAME STARTING IN POSITION 46. Leave a space between given names. If the given names require more space than is available, report as many full given names as possible. The initials of additional names may be inserted starting in position 71.

Positions 71-73

INITIALS

Up to 3 spaces are allowed for reporting initials of given names OTHER THAN THOSE REPORTED IN POSITIONS 46-70. USE ONLY AS REQUIRED.

 *For examples see next page.*

Examples:

In these examples, surnames are given in CAPITAL LETTERS so that they may be distinguished from given names.

Brian Patrick O'HARA
 Claude Martin DE BELLEFEUILLE
 Wanda Irene Mary SMITH-KLINE
 John PING
 Maria Josephina Andrea Pierrette Claire SMITH
 Jacqueline JONES BROWN

Position Numbers

21	46	73
XX		
O'HARA	BRIAN PATRICK	
DE BELLEFEUILLE	CLAUDE MARTIN	
SMITH-KLINE	WANDA IRENE MARY	
PING	JOHN	
SMITH	MARIA JOSEPHINA ANDREA	PC
JONES BROWN	JACQUELINE	

Names on M.D. Degree or the Equivalent First Professional Qualification in Medicine

FIELD NUMBER 5

Positions 74-126

An alpha field with a record length of 53. This is for reporting the names of the trainee as they appear on the graduation certificate of the M.D. degree or the equivalent first professional qualification in medicine earned outside Canada. If the original diploma was issued using a non latin alphabet, please use the names (and spelling of the names) as given on an official notarized translation.

1. Follow the same rules concerning punctuation, accents and capital letters as in field 4.
2. If the actual M.D. degree or equivalent diploma was not checked, write in "NOT CHECKED".
3. If the names on the M.D. degree are identical to those given in field 4, the word "SAME" may be inserted in this field.

 **IMPORTANT:** Length and positions only need to be considered for fixed-width file submissions.

Positions 74-98

SURNAME

Up to 25 spaces are allowed for reporting the surname (family name). ALWAYS LEFT JUSTIFY. ALWAYS START IN POSITION 74.

Positions 99-123

GIVEN NAME(S)

Up to 25 spaces are allowed for reporting the usual given name(s) of the trainees. ALWAYS REPORT THE FIRST GIVEN NAME IN STARTING IN POSITION 99. Leave a space between given names. If the given names require more space than is available, report as many full given names as possible. The initials of additional names may be inserted starting in position 124.

Positions 124-126

INITIALS

Up to 3 spaces are allowed for reporting initials of given names OTHER THAN THOSE REPORTED IN POSITIONS 99-123. USE ONLY AS REQUIRED.

 *For examples see next page.*

Examples:

In these examples, surnames are given in CAPITAL LETTERS so that they may be distinguished from given names.

	<u>Name in which trainee is now registered</u>	<u>Name on M.D. degree</u>	
ex. 1	Brian Patrick O'HARA	Brian Patrick O'HARA	
ex. 2	Claude Martin DE BELLEFEUILLE	Certificate was not checked.	
ex. 3	Wanda Irene Mary SMITH-KLINE	Wanda Irene Mary SMITH	
ex. 4	John PING	John Yun Sun Chong PING	
ex. 5	Maria Josephina Andrea Pierrette Claire SMITH	Maria Josephina Andrea Pierrette Claire KINASEVICH	
ex. 6	Jacqueline JONES BROWN	Jacqueline Mary JONES	
	Position Numbers		
	74	99	124
How to report	XX		
example 1	SAME		
example 2	NOT CHECKED		
example 3	SMITH	WANDA IRENE MARY	
example 4	PING	JOHN YUN SUN CHONG	
example 5	KINASEVICH	MARIA JOSEPHINA ANDREA	PC
example 6	JONES	JACQUELINE MARY	

Date of Birth

FIELD NUMBER 6

Positions 127-134

A numeric field with a record length of 8. Report the date of birth in the order DAY, MONTH, YEAR.

Day of birth of the trainee

- valid range 01 to 31 with restrictions by month
- when reporting first 9 days of the month, left zero-fill (e.g. 01, 02, 03, etc.)

Month of birth of the trainee

- valid range 01 to 12
- when reporting first 9 months of the year, left zero-fill (e.g. 01, 02, 03, etc.)
01 = January
12 = December

Year of birth of the trainee

- a four-digit code representing the actual year of birth (e.g. 1962, 2001, etc.)

Examples:

<u>Code</u>	<u>Meaning</u>
05011952	Born on January 5, 1952
11112001	Born on November 11, 2001

Sex

FIELD NUMBER 7

Position 135

A record length of 1.

Code

Meaning

0	Female
1	Male

→ See tab [“7 – Sex” in the Excel file](#) for correspondence between codes and sex.

Legal Status in Canada at Beginning of this Training Year

FIELD NUMBER 8**Position 136**

A numeric field with a record length of 1. Report the legal status of this trainee at the beginning of the current training contract.

➡ See tab [*“8 – Legal Status in Canada” in the Excel file*](#) for correspondence between codes and legal status.

Country of Citizenship

FIELD NUMBER 9

Positions 137-139

A numeric field with a record length of 3. Enter the appropriate code for the country of citizenship at the beginning of this training contract. If the trainee is a Canadian citizen, enter 000.

NOTE: All those coded 1 in field number 10 should be coded 000 in this field.

Example:

<u>Code</u>	<u>Meaning</u>
000	Citizen of Canada at beginning of this training contract

➡ See tab [“9 – Country of Citizenship” in the Excel file](#) for correspondence between codes and countries.



Name and Country of Location of University Awarding M.D. Degree or Equivalent First Professional Qualification in Medicine (Write-in)

FIELD NUMBER 10

Positions 140-194

An alpha field with a record length of 55. Write in the name and country of location of the university/medical school awarding the M.D. degree or the equivalent first professional qualification in medicine. The name of the country is essential because universities in different countries may have the same or very similar names.

Positions 140-174 35 positions are allowed for the name of the university/medical school, starting in position 140.

Positions 175-194 20 positions are allowed for the name of the country in which the university/medical school is located. The name of the country should always be entered starting in position 175.

Examples:

Position numbers

140

XX

MEMORIAL

QUEEN'S

QUEEN'S BELFAST

ST. GEORGE'S, LONDON

ST. GEORGE'S U.

U. AUTONOMA DEL ESTADO DE MEXICO

U. NATIONAL AUTONOMA DE MEXICO

U. OF NEWCASTLE UPON TYNE

U. OF NEWCASTLE, NEW SOUTH WALES

175

CANADA

CANADA

UNITED KINGDOM

UNITED KINGDOM

GRENADA

MEXICO

MEXICO

UNITED KINGDOM

AUSTRALIA



University Awarding M.D. Degree or Equivalent First Professional Qualification in Medicine (Code)

FIELD NUMBER 11

Positions 195-200

A numeric field with a record length of 6. The first three digits indicate the country in which the medical school of graduation is located. The second three digits (i.e. the 4th, 5th, and 6th digits) are codes assigned to identify individual faculties or schools of medicine within each country.

For all non-Canadian Medical Schools, use the document "[CAPER Medical School Codes](#)" to find the code which identifies the university/medical school awarding the M.D. degree or equivalent first professional qualification in medicine. Codes for Canadian Medical Schools are listed below.

➡ See tab ["11 – Univ Awarding M.D. Degree" in the Excel file](#) for correspondence between codes and countries.

Common Medical School Coding Considerations

Many international medical schools may be reported under multiple English translations, abbreviations, or local naming conventions.

Before assigning a new code or selecting a medical school code, faculties should:

- Review the CAPER Medical School Codes reference file;
- Search for common abbreviations and alternative spellings;
- Verify the country of the institution;
- Contact CAPER if a school cannot be identified.

Where a medical school does not appear in the reference file, CAPER should be notified prior to submission whenever possible.



Year of Receipt of M.D. Degree or Equivalent First Professional Qualification in Medicine

FIELD NUMBER 12

Positions 201-204

A numeric field with a record length of 4 giving all four digits of the year of receipt of the M.D. degree or the equivalent first professional qualification in medicine. (For example, 1983, 2002, etc.)

Examples:

<u>Code</u>	<u>Meaning</u>
1983	M.D. received in 1983
2002	M.D. received in 2002

Name and Location of Organization Providing Financial Support for the Position Filled by Trainee (Write-in)

FIELD NUMBER 13

Positions 205-254

An alpha field with a record length of 50. Give the correct name and the province or country of location of the organization providing financial support for the position filled by this trainee.

GUIDELINES FOR GIVING THE NAME AND LOCATION OF THE FUNDING ORGANIZATION

If the organization providing funding is:	Action Positions 205-239	Action Position 240-254
A provincial or territorial government or other provincial funding source such as a charity foundation, hospital or university department...	Write-in the name of the government department or funding organization	Write-in the province of location of the organization
See examples (a), (b), and (c) on next page		
A Canadian federal government or other organization whose activities are national in scope	Write-in the full name of the funding source	Write-in CANADA
See examples (d), (e), and (f) on next page		
A foreign government or other organization located outside Canada	Write-in the name of the government or funding source	Write in the name of the country
See examples (g) and (h) on next page		
An international organization	Write-in the accepted abbreviation	Repeat the abbreviation
See examples (i) and (j) on next page		
There is NO FINANCIAL SUPPORT provided to this trainee	Write-in UNREMUNERATED	Write-in UNREMUNERATED
See example (k) on next page		

➔ *For examples see next page.*

Examples:

- a) Alberta Department of Hospitals and Medical Care
- b) Ontario Heart Foundation
- c) McGill Faculty of Medicine
- d) Medical Officer Training Program
- e) Kidney Foundation of Canada
- f) Merck Frosst Canada Inc.
- g) Government of Saudi Arabia
- h) Arabian American Oil Company
- i) WHO
- j) UNESCO
- k) Unremunerated

Position Numbers

205

XX

- a) ALBERTA DEPARTMENT OF HOSPITALS AND MEDICAL CARE
- b) ONTARIO HEART FOUNDATION
- c) MCGILL FACULTY OF MEDICINE
- d) MEDICAL OFFICER TRAINING PROGRAM
- e) KIDNEY FOUNDATION OF CANADA
- f) MERCK FROSST CANADA INC.
- g) GOVERNMENT OF SAUDI ARABIA
- h) ARABIAN AMERICAN OIL COMPANY
- i) WHO
- j) UNESCO
- k) UNREMUNERATED

240

- ALBERTA
- ONTARIO
- QUEBEC
- CANADA
- CANADA
- CANADA
- SAUDI ARABIA
- SAUDI ARABIA
- WHO
- UNESCO
- UNREMUNERATED

Type of Organization Providing Funding for Position Held by Post-M.D. Trainee (Code)

FIELD NUMBER 14

Positions 255-256

A numeric field with a record length of 2. Insert the appropriate code for the organization providing funding for the position held by the trainee during the current academic year. (See following pages for additional instructions for coding sources of funding.)

➡ See tab ["14 – Type of Funding" in the Excel file](#) for correspondence between codes and type of organization providing funding.

ADDITIONAL INSTRUCTIONS FOR CODING SOURCES OF FUNDING

Field number 14 contains a code which places the various sources of funding for post-M.D. training within a number of categories.

In order to determine the appropriate code it is essential that you know the name of the government agency or organization. It is also often important to know more about the organization than is given by the name, so that the location of the organization can be given.

Following is some additional information which is included to help you determine the appropriate code for each funding source.

Code 01 **Regular ministry funding**

Use this code for the funding of all trainees who are considered to be "ministry funded" by your faculty of medicine. This is the regular funding provided by the provincial government for the funding of post-M.D. trainees in your province.

Code 11 **Provincial funds**

This code is used for provincial government funding sources which are from the province in which the training is provided, but, however, are NOT regular sources of funding for post-M.D. training in your province. Trainees whose funding is coded 11 will not be included in the "regular ministry funding" group by CAPER. Examples of such provincial government funding are the Workers' Compensation Board and the Alberta Heritage Foundation.

Code 12 **Ministry funds transferred to another province**

A common source of these funds is the province of New Brunswick which transfers funds to Quebec and other provinces for the training of residents. (Note that New Brunswick funding for trainees at Dalhousie, however, is regular ministry funding for Dalhousie trainees through the Maritime Provinces funding.)

Code 13 **Community or regional funds**

Specific regions within some provinces pay for the post-M.D. training of some residents. If a regional health board is funding training, code 13 should be used.

Code 14 **Canadian health care institutions not affiliated with the faculty providing training**

Code 14 is for the funding of training by a hospital which is NOT the site for clinical training of that trainee. Code 14 is for Canadian hospitals only.

Codes 21-25 **Federal government funds**

Specific codes are provided for most sources of Canadian federal government funding.

Code 31 **National not-for-profit organizations**

National charitable organizations, commonly (but not always) associated with a specific illness, frequently provide funding for the post-M.D. training of residents in a specialty which would lead to the resident either doing research or providing treatment related to this disease. Examples of such national charitable not-for-profit organizations are the Canadian Cancer Society and the Canadian Cystic Fibrosis Foundation.

Code 32 **Provincial or local not-for-profit organizations**

Provincial and local charitable organizations also support the training of residents. Examples of provincial organizations are the Addiction Research Foundation, Ontario and the British Columbia Heart Foundation.

Code 41 **Funds from the supervising faculty of medicine**

Faculties of medicine through a faculty foundation or trust fund, usually associated with a specific appointment, may fund some post-M.D. training. It is especially important to know the specific source of funding for trainees considered to be funded by a faculty department because the trainee is often funded through a research grant to a professor in the department. In such cases the funding should be coded to the actual source. For example, the Medical Research Council (code 23) or the Canadian Heart Foundation (code 31).

Code 45 **Funds from clinical training sites**

Funding coded as 45 must pertain only to funds provided by a clinic or hospital where a trainee is pursuing post-M.D. training. It is important to know the actual source of the funds because research funds provided to a physician based in the clinic or hospital should be coded according to the original source of the research grant. For example, funds provided from the Canadian Cancer Society to a hospital or clinic and used for post-M.D. training should be coded as 31 (national charitable organizations) not as 45 (funds from clinical training sites).

Code 50 **Canadian business or industrial sources**

The main source of funds within this group is the pharmaceutical industry. Any funding of post-M.D. training supported by a Canadian industrial source is to be coded as 50 even if the funding is originally provided to a faculty member or staff member of the clinic in which the resident is training.

Codes 61-65 **Foreign sources**

Any funds received from foreign countries are included in these categories. Be sure that the name of the country is given in positions 240-254 of field number 13.

Contract Start Date

FIELD NUMBER 15

Positions 257-264

A numeric field with a record length of 8. Report the date of commencement of this training contract in the order DAY, MONTH, YEAR.

Day of commencement of this training contract:

- valid range 01 to 31 with restrictions by month
- when reporting first 9 days of the month, left zero-fill (e.g. 01, 02, 03, etc.)

Month of commencement of this training contract:

- valid range 01 to 12
- when reporting first 9 months of the year, left zero-fill (e.g. 01, 02, 03, etc.)
01 = January
12 = December

Year of commencement of this training contract:

- four-digits representing the actual year of commencement of the training contract (e.g. 1987, 2001 etc.)

Example:

Code

Meaning

01071987

Contract started July 1, 1987

Contract End Data

FIELD NUMBER 16

Positions 265-272

A numeric field with a record length of 8. Report the date of termination of this training contract in the order DAY, MONTH, YEAR.

Day of termination of this training contract:

- valid range 01 to 31 with restrictions by month
- when reporting first 9 days of the month, left zero-fill (e.g. 01, 02, 03, etc.)

Month of termination of this training contract:

- valid range 01 to 12
- when reporting first 9 months of the year, left zero-fill (e.g. 01, 02, 03, etc.)
01 = January
12 = December

Year of termination of this training contract:

- four-digits representing the actual year of termination of the training contract (e.g. 1988, 2002, etc.)

Example:

<u>Code</u>	<u>Meaning</u>
30061988	Contract termination June 30, 1988

Rank in Royal College, CFPC or CMQ Accredited Training Program of Trainee (Write-In)

FIELD NUMBER 17

Positions 273-297

An alphanumeric field with a record length of 25. Write in the name of the rank or the designation of this trainee. Use the term in use at your university. Leave spaces between words and abbreviate if necessary. Use French or English.

Examples:

Position numbers

273

XXXXXXXXXXXXXXXXXXXXXXXXXX

PGY-1

PGY-2

PGY-3

PGY-4

PGY-5

PGY-6

PGY-7

CLINICAL FELLOW

RESEARCH FELLOW

TEACHING FELLOW

MONITEUR CLINIQUE

R-1

R-2

R-3

R-4

R-5 (PROLONGATION)

R-5 (ANNEE COMPLEMENTAIRE)

Rank (Training Level) of Trainee (Code)

FIELD NUMBER 18

Position 298

A numeric field with a record length of 1. Give the appropriate code for the training level within the Royal College, CFPC or CMQ training program held by this trainee on Nov. 1 of this training contract.

NOTE: Use codes 1 to 7 for all trainees assigned a resident rank by your university. Use the level of Family Medicine (CFPC) or specialty training (Royal College or CMQ) in which the trainee is enrolled this year.

Use code 9 for any trainees who do not fit in categories 1 to 7. (Trainees designated as fellow, "moniteur," etc. code as 9.)

Fellow: A post-M.D. trainee who is registered with the Postgraduate Medical Education Office of a University Faculty of Medicine and who, regardless of the source of funding, is pursuing clinical or research training which will NOT be evaluated by the supervising faculty for the purpose of Canadian licensure or Canadian certification. Trainees with appropriate prerequisite certification registered in Royal College "accreditation without certification" programs should be given the appropriate resident training level code.

➡ See tab ["18 – Rank" in the Excel file](#) for correspondence between codes and type of organization providing funding.

Type of Fellowship

FIELD NUMBER 19

Position 299

A numeric field with a record length of 1. Give the appropriate code for the type of Fellowship for those who are training as Fellows.

NOTE: Field can be left blank for Residents.

<u>Code</u>	<u>Meaning</u>
1	Clinical
2	Research

 See tab [“19 – Type of Fellowship” in the Excel file](#) for correspondence between codes and type of fellowship.



Clinician Investigator Program

FIELD NUMBER 20

Position 300

A numeric field with a record length of 1. This field indicates whether the physician is registered in the Royal College Clinician Investigator Program.

<u>Code</u>	<u>Meaning</u>
1	Yes, this physician is registered in the Royal College Clinician Investigator Program
2	No, this physician is not registered in the Royal College Clinician Investigator Program

➡ See tab [“20 – Clinician Investigator Pgm” in the Excel file](#) for correspondence between codes and type of fellowship.



CaRMS R-1 Match Program (Write-in)

FIELD NUMBER 21

Positions 301-350

An alphanumeric field with a record length of 50. If you are an R-1 post-M.D. trainee and participated in the CaRMS R-1 match, please write the name of the full CaRMS program including specialty name, location of program (if applicable) and name of stream (if applicable). If you are not an R-1 trainee, please leave this field blank.

Examples:

Position numbers

301

XX

FAMILY MEDICINE BELLEVILLE QUINTE - CMG STREAM

FAMILY MEDICINE NORTHERN ONTARIO - IMG STREAM

DIAGNOSTIC RADIOLOGY VANCOUVER - COMPETITIVE ROS STREAM

PEDIATRICS VANCOUVER - COMMUNITY IMPACT - CMG STREAM

INTERNAL MEDICINE MONTFORT - BILINGUAL - CMG STREAM

ORTHOPEDIC SURGERY MONTREAL - REGULAR STREAM FOR ALL

CaRMS R-1 Match Program (Code)

FIELD NUMBER 22**Positions 351-356**

A numeric field with a record length of 6. If you are an R-1 post-M.D. trainee and participated in the CaRMS R-1 match, please give the appropriate CaRMS program code. If you are not an R-1 trainee, please leave this field blank. NOTE: PLEASE USE THE PROGRAM CODE SET WHICH APPLIES TO YOUR FACULTY OF MEDICINE ONLY. If you cannot find your program listed under your faculty of medicine, please enter 999999.

➡ See tab ["22 – CaRMS PGY-1 Program" in the Excel file](#) for correspondence between codes and type of fellowship.



Field of Training This Year (Write-In)

FIELD NUMBER 23

Positions 357-406

An alpha field with a record length of 50. Write in the name of the field of post-M.D. training this year. If a trainee is training in two fields simultaneously, use this field to insert the primary field of training this year. If the trainee is in a field of training which is not accredited by the CFPC, CMQ or Royal College, you can write the actual training field in here even though you will not have a code for it in Field Number 24.

Examples:

Position numbers

357

XX

INTERNAL MEDICINE

GENERAL SURGERY

AEROSPACE MEDICINE

Field of Training This Year (Code)

FIELD NUMBER 24

Positions 407-411

A numeric field with a record length of 5. Use the CODES FOR FIELD OF TRAINING THIS YEAR (page 62) to code the primary field of training during the current year. Do not report the career goal but rather the field of training this year.

Examples:

<u>Code</u>	<u>Meaning</u>
21200	Internal Medicine
40400	General Surgery
70000	Other field of medicine, not listed in the Field of Medicine Codes

THE ABOVE ARE EXAMPLES ONLY.

➡ See tab [“24 – Field of Training” in the Excel file](#) for correspondence between codes and field of training.

Combined Training Programs

For trainees enrolled in combined or interdisciplinary training programs, report the primary field of training for the current academic year whenever possible.

If a faculty is uncertain which CAPER code should be assigned to a combined training program, contact CAPER before submission for guidance.

Examples may include:

- Critical Care - General Internal Medicine
- Critical Care - Anesthesia
- Other interdisciplinary training pathways

Area of Focused Competence Program (AFC)

FIELD NUMBER 25

Position 412

A numeric field with a record length of 1. Is this an AFC program?

Code

Meaning

- | | |
|---|---------------------------------|
| 1 | Yes, this is an AFC program. |
| 2 | No, this is not an AFC program. |

 See tab [“25 – Area of Focused Competence” in the Excel file](#) for correspondence between codes and type of fellowship.

Return from Practice (Re-Entry)

FIELD NUMBER 26

Position 413

A numeric field with a record length of 1. Has this trainee already spent one year or more in unsupervised medical practice in Canada in either private practice or a salaried position?

<u>Code</u>	<u>Meaning</u>
1	Yes, trainee HAS been in unsupervised medical practice in Canada.
2	No, trainee has NOT been in unsupervised medical practice in Canada.

 See tab [“26 – Return from Practice” in the Excel file](#) for correspondence between codes and type of fellowship.