

Interdisciplinary Fellowship Program 2019 Cohort – 1 Year Program

Overview of Deliverables, Roles and Responsibilities



The Canadian Frailty Network (CFN) Interdisciplinary Fellowship Program is designed to be rigorous and challenging. The program requires a regular and substantial time commitment over a 12-month period to complete the Interdisciplinary Fellowship Program activities. Applicants must have, and realistically allocate, sufficient expertise, supports, and dedication to complete the program.

This document provides details on the roles and responsibilities of Fellows, Supervisors, and Mentors to help them understand their specific responsibilities and assess the time commitments required.

Overall Program	Fellow	Supervisor	Host Institution of Supervisor	Interdisciplinary Mentor	Citizen and/or Family/Friend Caregiver Mentor(s)
Application	<ul style="list-style-type: none"> Develop in collaboration with Supervisor 	<ul style="list-style-type: none"> Consult and approve Obtain Host Institution signature 	<ul style="list-style-type: none"> Signature on Application Signatures Form 	N/A	N/A
Funding	<ul style="list-style-type: none"> Apply 	<ul style="list-style-type: none"> Approve Application Funding flows through Supervisor's (new) research account Funding may only be used for Fellow income 	<ul style="list-style-type: none"> Sign Application Funding flows through Supervisor's (new) research account Funding may only be used for Fellow income 	N/A	N/A

Progress/Final Reporting	<ul style="list-style-type: none"> • Prepare annual update as of August 31, 2019, with cash funding, in-kind, funding and HQP data. Submit to CFN by September 30, 2019 • In addition to regular ongoing meetings, meet every four months with Supervisor for formal progress report which is submitted to CFN. These reports must be filled online • A final report must be completed online at the end of the IFP 	<ul style="list-style-type: none"> • Approve annual updates • Online progress reporting to CFN every four months on various fellowship activities, incorporating feedback from Mentors • A final report must be completed online at the end of the IFP 	<ul style="list-style-type: none"> • Prepare, approve and file Tri-Council Form 300 by April 30, 2019 <u>and</u> April 30, 2020. 	<ul style="list-style-type: none"> • Complete annual Progress Form 	<ul style="list-style-type: none"> • Complete annual Progress Form
Online Orientation to CFN	Fellow	Supervisor	Host Institution of Supervisor	Interdisciplinary Mentor	Citizen and/or Family/Friend Caregiver Mentor(s)
Overview of CFN	<ul style="list-style-type: none"> • Complete self-directed online modules 	<ul style="list-style-type: none"> • Monitor completion 	N/A	N/A	N/A

Attend CFN Annual National Conference	<ul style="list-style-type: none"> • Mandatory attendance (travel funding subsidized) • Present work/progress • Participate in prescribed agenda 	<ul style="list-style-type: none"> • Attendance strongly encouraged (travel funding subsidized) 	<ul style="list-style-type: none"> • Invited (fully funded) • May vote at AGM 	<ul style="list-style-type: none"> • Invited (partially funded) 	<ul style="list-style-type: none"> • Invited (partially funded)
Attend/participate in CFN's webinar series.	<ul style="list-style-type: none"> • Mandatory attendance 	<ul style="list-style-type: none"> • Attendance strongly encouraged 	N/A	N/A	N/A
Frailty Assessment	Fellow	Supervisor	Host Institution of Supervisor	Interdisciplinary Mentor	Citizen and/or Family/Friend Caregiver Mentor(s)
Overview of Frailty Assessment Tools	<ul style="list-style-type: none"> • Complete online module 	<ul style="list-style-type: none"> • Monitor completion 	N/A	N/A	N/A
Frailty Assessment Discussion Board	<ul style="list-style-type: none"> • Complete a post that critically analyzes a frailty assessment tool • Moderate and facilitate discussion on the board for a month 	<ul style="list-style-type: none"> • Monitor and assess completion 	N/A	N/A	N/A
Citizenship Engagement	Fellow	Supervisor	Host Institution of Supervisor	Interdisciplinary Mentor	Citizen and/or Family/Friend Caregiver Mentor(s)
Overview of Best Practices in Citizenship Engagement	<ul style="list-style-type: none"> • Attend overview session 	<ul style="list-style-type: none"> • Monitor completion 	N/A	N/A	N/A

Citizen and/or Family/Friend Caregiver Mentor(s)	<ul style="list-style-type: none"> • Source, submit form, and letter from PFSS within 30 days of funding • Meet regularly with Mentor • Regularly share Mentor input with Network Members and Fellows 	<ul style="list-style-type: none"> • Support Fellow in finding a Mentor • Approve Mentor prior to submission to CFN • Discuss progress 	N/A	N/A	<ul style="list-style-type: none"> • Agree to participate, write endorsement • Meet regularly with Fellow to discuss research • Provide annual Progress Form to Fellow's Supervisor
Interdisciplinary Collaboration	Fellow	Supervisor	Host Institution of Supervisor	Interdisciplinary Mentor	Citizen and/or Family/Friend Caregiver Mentor(s)
Interdisciplinary Mentor	<ul style="list-style-type: none"> • Source, submit form, and letter from Mentor within 30 days of funding • Meet regularly with Mentor • Regularly share Mentor input with Network Members and Fellows 	<ul style="list-style-type: none"> • Support Fellow in finding a Mentor • Approve Mentor prior to submission to CFN • Discuss progress 	N/A	<ul style="list-style-type: none"> • Agree to participate, write endorsement • Meet regularly with Fellow to discuss research • Provide annual Progress Form to Fellow's Supervisor 	N/A
Online Collaborative Project	<ul style="list-style-type: none"> • Collaborate with cohort group • Present at CFN meetings 	<ul style="list-style-type: none"> • Provide support developing content, methods, and navigating group dynamics 	N/A	<ul style="list-style-type: none"> • Participate by providing feedback on project 	<ul style="list-style-type: none"> • Participate by providing feedback on project

Self-Directed Professional Development	Fellow	Supervisor	Host Institution of Supervisor	Interdisciplinary Mentor	Citizen and/or Family/Friend Caregiver Mentor(s)
Self-Directed Professional Development Sessions	<ul style="list-style-type: none"> Identify professional development needs Attend Professional Development Sessions 	<ul style="list-style-type: none"> Consult with Fellow on professional development needs 	N/A	N/A	N/A
External Placement	<p>Source placement & Supervisor</p> <ul style="list-style-type: none"> Develop application in consultation with Placement Supervisor and submit to CFN at least 30 days before proposed placement start Meet regularly with Placement Supervisor Submit report or project to fellowship Supervisor within 60 days of completing placement Present experiences online and/or at CFN Meeting 	<ul style="list-style-type: none"> Support Fellow in finding placement and Placement Supervisor Consult and approve application prior to submission to CFN Discuss progress with Fellow Approve placement report/project prior to submission to CFN 	N/A	<ul style="list-style-type: none"> If required, provide input to Fellow in sourcing placement 	N/A

Cultural Competency	Fellow	Supervisor	Host Institution of Supervisor	Interdisciplinary Mentor	Citizen and/or Family/Friend Caregiver Mentor(s)
Overview of Cultural Competency	<ul style="list-style-type: none"> Complete online module 	<ul style="list-style-type: none"> Monitor completion 	N/A	N/A	N/A



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