

# **Travelling Fellowship Program**

## **Policy Manual**



**Department of Health and Community Services**

April 2025

## Program Description

The Travelling Fellowship program provides financial support for physicians who are interested in pursuing specialty post-graduate programs not offered at Memorial University. Physicians accepted into this program will receive funding at the host institution's provincial resident salary scale. Recipients of Travelling Fellowship funding must commit to practice in designated areas of need in Newfoundland and Labrador once they have finished their fellowship training.

## Eligibility Criteria

The Travelling Fellowship program is limited to physicians who are completing residency at Memorial University and/or already practicing in Newfoundland and Labrador. Alternate eligibility criteria may be considered for exceptional cases. Applicants must be applying for a training program recognized by the Royal College of Physician and Surgeons of Canada.

Applicants must have sought funding for the specialty/sub-specialty program from the host institution's provincial government (i.e. through CaRMS match) or from other sources. Applicants who are unable to obtain funding from the host institution but have been accepted into the specialty/sub-specialty program will be eligible to apply for funding under the Travelling Fellowship program.

## Application Process

To apply for the Travelling Fellowship program, applicants must submit the following:

- Travelling Fellowship program application form, including:
  - Copy of the applicant's Medical School Diploma
  - A current (dated within 6 weeks) Certificate of Good Standing as a licensed physician in a Canadian Province or Country of Practice (including Newfoundland and Labrador).
- Letter of support from the Director of the program indicating acceptance to the program.
- Letter of commitment from a Regional Health Authority, indicating the need and plans for the specialty/sub-specialty services.
- Two confidential reference letters sent directly to the Medical Services Division, Department of Health and Community Services.
- Verification of identity and current address is required:
  - Government issued ID, i.e. driver's license, passport, etc.; and
  - Other acceptable forms of ID, to confirm current address include (but not exclusive to):
    - Payroll records (T4s or stubs),
    - Documentation from CRA or another Government department.

Applicants should contact the physician recruiter for their NL Health Services zone to obtain support for their application. Applications are reviewed annually in the fall, and physicians are encouraged to submit their applications by November 1. Applications received after this date will be reviewed in the order in which they are received. Completed applications (including reference letters) should be submitted electronically to [MedServicesPrograms@gov.nl.ca](mailto:MedServicesPrograms@gov.nl.ca).

## Evaluation Process

The Medical Services Division will review all applications, and will confirm eligibility of applicants under the Travelling Fellowship program. The Travelling Fellowship program is competitive, and funding is provided for a limited number of applicants each year. Priority will be given to applicants that are accepted into a specialty-training program in a field of recognized need in the Province. Additional factors that will be considered include:

- The number of years of previous practice within the province of the applicant;
- The number of years of funding required; and,
- Level of demonstrated commitment to return to the province.

The Medical Services Division will notify all applicants and the RHAs of decisions and will send a letter of approval and a Service Agreement to each successful applicant. Applicants must sign and return the Service Agreement to the Medical Services Division within thirty (30) days of receiving the agreement to receive funding under the Travelling Fellowship program. Recipients are required to contact the Medical Services Division if they need additional time to review and sign the Service Agreement. The Medical Services Division will send the Service Agreement to the Deputy Minister of the Department for signature. The Medical Services Division will keep the original signed Service Agreement, and provide a copy to the Recipient.

## Funding

The Travelling Fellowship program will provide funding in accordance with the resident salary scale of the host institution. For more information on resident salary scales by province, please see the CaRMS website. Additional expenses covered under the Travelling Fellowship program include on-call stipends, administrative and sponsorship fees from the host institution, and Canadian Medical Protective Association (CMPA) fees. Expenses that are ineligible for funding under the Travelling Fellowship program include tuition, registration, application or other fees from the host institution.

## Service Deliverables

Recipients of funding under the Travelling Fellowship program must commit to practice for one year return in service for each annual incentive received (i.e. 2 years of fellowship support = 2 years' service commitment to the Province). Recipients are expected to obtain positions with the Regional Health Authority once their training program is complete, and to commence full-time clinical practice in a permanent capacity no later than one month after being eligible for licensure.

## Default of Service Agreement

Service agreements are legally binding contracts. Key conditions in such agreements will include, but are not limited to, the following enumerated items.

1. Failure to comply with the Service Agreement constitutes a default of the Service Agreement and said default includes the following:
  - Having made a materially misleading or inaccurate statement in the funding application;
  - Purporting to confirm statements in the application and/or in the Service Agreement as being true when they are not in fact true;

- Failure to comply with any term or condition of the Service Agreement;
  - Failure to maintain provisional or full licensure;
  - Failure to maintain provisional licensure sponsorship with the RHA;
  - Failure to complete the service obligation; or
  - Termination of the Service Agreement by the Recipient.
2. Recipients must notify in writing the Medical Services Division of the decision to terminate the Service Agreement at least three (3) months prior to the termination date and arrange for termination of payments and/or re-payment of funding in accordance with the Service Agreement.
  3. If the Recipient defaults on their Service Agreement, they will be required to repay the prorated amount of the funding based on the number of months of unfulfilled service obligation and interest. In all instances where the Recipient will be charged interest under the Service Agreement, interest on the amount to be repaid by the Recipient will be calculated on the unfulfilled portion of the service obligation.
    - Interest on the amount to be repaid by the Recipient will be calculated retroactively from the date the money was advanced to or on behalf of the Recipient, and will compound on the outstanding balance as of the end of each month.
    - The interest rate will be the prime rate posted by the Bank of Canada for major lenders plus two percentage points.

## Contact Information

Questions regarding the Travelling Fellowships program can be directed to:

Medical Services Division  
Department of Health and Community Services  
1st Floor, West Block, Confederation Building  
P.O. Box 8700  
St. John's, NL A1B 4J6  
[MedServicesPrograms@gov.nl.ca](mailto:MedServicesPrograms@gov.nl.ca)