Medical Trainee Days Specification

Version 2026-2027

April 7, 2026 - Final

Ontario

Table of Contents

1. Revision History 3
2. Document Reviewers and Approvers 4
3. Overview 5
4. Data Standards 6
5. Data Element Submission Standards 11
6. Sample Data: Data Element Submission Standard Format 12
7. TABLE 1: Data Element – SCHOOL 13
8. TABLE 2: Data Element – CAT 14
9. TABLE 3: Data Element – PROG 15
10. TABLE 4: Data Element – SERV 19
11. TABLE 5: Data Elements –FACILITY NAME, FACILITY NUMBER 22
12. TABLE 6: Number of Days Quarterly Time Period 28
13. Appendix A: Business Rules 29

1.Revision History

Date Revised:	Author(s):	Description:
April 1, 2026	Cynthia Mech	In TABLE 5: Data Elements – FACILITY NAME, FACILITY NUMBER Add these new facilities: • 985 – Waterloo Regional Health Network • 984 – Rural Roads Health Services Remove these facilities (amalgamated into above new facilities): • 699 – St. Mary's General Hospital • 930 – Grand River Hospital Corporation • 824 – Tillsonburg District Memorial Hospital • 684 – Alexandra Hospital

2. Document Reviewers and Approvers

Organization	To be Reviewed/Approved by
Ontario Physician Reporting Centre (OPRC):	**Name:** Cynthia Mech **Title:** Team Lead responsible for MTD file submission **Date:** April 7, 2026
MTD Advisory Group:	**Name:** Dr. Jacqueline James **Title:** Chair **Date:** April 7, 2026
Hospital Sector Funding, Planning and Performance Branch - Hospital & Community Models Unit	**Name:** Ying Liu **Title:** Technical Lead **Date:** April 7, 2026
Health Data Branch – Data Maintenance Unit	**Name:** Jackie Ma **Title:** Manager **Date:** April 7, 2026

3. 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.

4. 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. Format should now be a text file (Note Pad) to allow comma delimited header. As shown in the sample below:

RECORD_IDENTIFIER,DELETE,SUBMISSION_SCHOOL,SCHOOL_ATTENDED,MINC_NO,CPSO_NO,STUDENT_NO,PROGRAM,LAST_NAME,FIRST_NAME,CATEGORY,SERVICE,PERIOD,START_DATE,END_DATE,NUMBER_OF_DAYS,FACILITY_CODE,FACILITY_NAME

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-

No.	Data Element	Definition	Field Size	Field Type	Field Format	Examples	Required
							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.	MACA9012, TOR3453454 UAB3453454M2 17AB OOCABCD	Mandatory for Undergraduate category only. May be provided for Postgraduate and Fellow categories if/when available.

No.	Data Element	Definition	Field Size	Field Type	Field Format	Examples	Required
					@, -, (,),) No blank spaces allowed.		
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

No.	Data Element	Definition	Field Size	Field Type	Field Format	Examples	Required
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.

No.	Data Element	Definition	Field Size	Field Type	Field Format	Examples	Required
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.

5.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, Submission School, 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).

Appeals: “The Annual MTD file as submitted on June 30 each year is final. However, significant errors discovered after that date should be reported to OPRC. 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) will be managed on a case-by-case basis.

- If reported between June 30 and August 31, limited resubmission may be possible.
- If reported after August 31, the Ministry may take the information into consideration when assessing funding impact.”

6.Data Element Submission Standard Format

This table displays the fields required for the final annual data submission by OPRC to the Ministry, along with sample data for demonstration purposes only. OPRC will provide schools with information on the interim data 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	U3	OBGY	Q1	20140401	20140411	10.00	842	MOUNT SINAI HOSPITAL
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
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

7.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
19	TMU	Toronto Metropolitan 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

8. 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]	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.

[1] U2 data for students from McMaster should still be submitted as they are included in the Medical Trainee Days for Funding Formula.

9. *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

Link to College of Family Physicians of Canada

No.	Program Code	Program Description
1.	AALL	Adult Clinical Immunology & Allergy
2.	ACAR	Adult Cardiology
3.	ADID	Adult Infectious Diseases
4.	ADOM	Adolescent Medicine
5.	AENM	Adult Endocrinology & Metabolism
6.	AGAS	Adult Gastroenterology
7.	AICU	Adult Critical Care Medicine
8.	ANEP	Adult Nephrology
9.	ANES	Anesthesiology
10.	ANEU	Adult Neurology
11.	APAT	Diagnostic and Molecular Pathology (formerly Anatomical Pathology
12.	ARES	Adult Respirology
13.	ARHE	Adult Rheumatology
14.	CAPS	Child and Adolescent Psychiatry
15.	CARS	Cardiac Surgery
16.	CINP	Clinician Investigator Program
17.	COLS	Colorectal Surgery
18.	CPHA	Clinical Pharmacology and Toxicology
19.	DERM	Dermatology
20.	DEVP	Developmental Pediatrics

No.	Program Code	Program Description
21.	DIAR	Diagnostic Radiology
22.	EMRG	Emergency Medicine
23.	FAMD	Family Medicine
24.	FMAD	Family Medicine: Addiction Medicine
25.	FMAN	Family Medicine: Family Practice Anesthesia
26.	FMCE	Family Medicine: Care of Elderly
27.	FMCS	Family Medicine: Clinician Scholar
28.	FMEM	Family Medicine: Emergency Medicine
29.	FMSS	Family Medicine: Enhanced Surgical Skills
30.	FMSE	Family Medicine: Sport and Exercise Medicine
31.	FMPC	Family Medicine: Palliative Care
32.	FMOB	Family Medicine: Obstetrical Surgical Skills
33.	FOPS	Forensic Psychiatry
34.	FPAT	Forensic Pathology
35.	GERM	Geriatric Medicine
36.	GERP	Geriatric Psychiatry
37.	GREP	Gynecologic Reproductive Endocrinology & Infertility
38.	GSON	General Surgery Oncology
39.	GSUR	General Surgery
40.	GYNO	Gynecologic Oncology
41.	HAEM	Hematology
42.	HPAT	Hematological Pathology
43.	INMC	Internal Medicine: Core
44.	INMG	Internal Medicine: General
45.	INTR	Interventional Radiology
46.	MAFM	Maternal Fetal Medicine
47.	MBIO	Medical Biochemistry
48.	MGEN	Medical Genetics and Genomics
49.	MMIC	Medical Microbiology
50.	MONC	Medical Oncology
51.	NEUR	Neurosurgery
52.	NICU	Neonatal Perinatal Medicine
53.	NPAT	Neuropathology
54.	NUMD	Nuclear Medicine
55.	NURR	Neuroradiology

No.	Program Code	Program Description
56.	OBGY	Obstetrics & Gynecology
57.	OCCM	Occupational Medicine
58.	OMFS	Oral and Maxillofacial Surgery
59.	OPHT	Ophthalmology
60.	ORTO	Orthopedic Surgery
61.	OTOL	Otolaryngology - Head & Neck Surgery
62.	PALL	Pediatric Clinical Immunology & Allergy
63.	PAMD	Pain Medicine
64.	PATH	Diagnostic and Clinical Pathology (formerly General Pathology)
65.	PCAR	Pediatric Cardiology
66.	PEDI	Pediatrics
67.	PEDS	Pediatric Surgery
68.	PEID	Pediatric Infectious Diseases
69.	PENM	Pediatric Endocrinology & Metabolism
70.	PERG	Pediatric Emergency Medicine
71.	PGAS	Pediatric Gastroenterology
72.	PHON	Pediatric Hematology/Oncology
73.	PHPM	Public Health and Preventive Medicine
74.	PICU	Pediatric Critical Care Medicine
75.	PLAS	Plastic Surgery
76.	PMRE	Physical Medicine & Rehabilitation
77.	PNEP	Pediatric Nephrology
78.	PNEU	Pediatric Neurology
79.	PRAD	Pediatric Radiology
80.	PRES	Pediatric Respirology
81.	PRHE	Pediatric Rheumatology
82.	PSYC	Psychiatry
83.	RONC	Radiation Oncology
84.	THOS	Thoracic Surgery
85.	UGME	Undergraduate
86.	UROL	Urology
87.	VASS	Vascular Surgery
88.	APLM	Adult Palliative Medicine
89.	PPLM	Pediatric Palliative Medicine
90.	DRMP	Dermatopathology

No.	Program Code	Program Description
91.	AFCS	Areas of Focused Competence (RCPSC)
92.	FMES	Family Medicine: Enhanced Skills (CAT2)

10. 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

No.	Service Code	Service Description
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

No.	Service Code	Service Description
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

11. 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	Facility No.	Facility Name	Major School
01	West	601	Homewood Health Centre Incorporated	McMaster
01	West	648	Haldimand War Memorial Hospital	McMaster
01	West	656	Groves Memorial Community Hospital	McMaster
01	West	661	Cambridge Memorial Hospital	McMaster
01	West	665	Guelph General Hospital	McMaster
01	West	666	St. Joseph's Health Centre, Guelph	McMaster
01	West	674	St. Joseph's Healthcare Hamilton	McMaster
01	West	718	Joseph Brant Hospital	McMaster
01	West	734	West Haldimand General Hospital	McMaster
01	West	790	Hotel Dieu Shaver Health and Rehabilitation Centre	McMaster
01	West	804	Norfolk General Hospital	McMaster
01	West	942	Hamilton Health Sciences Corporation	McMaster
01	West	962	Niagara Health System	McMaster
01	West	963	North Wellington Health Care	McMaster
01	West	970	Brant Community Healthcare System	McMaster
01	West	985	Waterloo Regional Health Network	McMaster
02	Central	640	Collingwood General and Marine Hospital	McMaster
02	Central	950	Halton Healthcare Services Corporation	McMaster
02	Central	951	William Osler Health System	McMaster
02	Central	972	Waypoint Centre for Mental Health Care	McMaster
02	Central	968	Muskoka Algonquin Healthcare	NOSM

05	North East	611	North Shore Health Network	NOSM
05	North East	627	Services De Sante De Chapleau Health Services	NOSM
05	North East	638	Lady Minto Hospital	NOSM
05	North East	650	St. Joseph's General Hospital	NOSM
05	North East	654	Espanola General Hospital	NOSM
05	North East	681	Hôpital Notre Dame Hospital	NOSM
05	North East	682	Hornepayne Community Hospital	NOSM
05	North East	685	Anson General Hospital	NOSM
05	North East	686	Lady Dunn Health Centre	NOSM
05	North East	687	Sensenbrenner Hospital	NOSM
05	North East	723	Bingham Memorial Hospital	NOSM
05	North East	724	Mattawa General Hospital	NOSM
05	North East	784	Manitoulin Health Centre	NOSM
05	North East	809	Smooth Rock Falls Hospital	NOSM
05	North East	881	West Nipissing General Hospital	NOSM
05	North East	888	Temiskaming Hospital	NOSM
05	North East	907	Timmins and District Hospital	NOSM
05	North East	931	West Parry Sound Health Centre	NOSM
05	North East	959	Health Sciences North	NOSM
05	North East	965	Sault Area Hospital	NOSM
05	North East	971	St. Joseph's Continuing Care Centre Of Sudbury	NOSM
05	North East	974	North Bay Regional Health Centre	NOSM
05	North East	982	Blanche River Health	NOSM
06	North West	600	Atikokan Health and Community Services	NOSM
06	North West	647	Dryden Regional Health Centre	NOSM
06	North West	662	Geraldton District Hospital	NOSM
06	North West	719	Sante Manitouwadge Health	NOSM
06	North West	739	Nipigon District Memorial Hospital	NOSM
06	North West	781	St. Joseph's Care Group	NOSM
06	North West	826	Lake-Of-The-Woods District Hospital	NOSM
06	North West	896	Red Lake Margaret Cochenour Memorial Hospital	NOSM
06	North West	900	Riverside Health Care Facilities Incorporated	NOSM
06	North West	935	Thunder Bay Regional Health Sciences Centre	NOSM
06	North West	964	Sioux Lookout Meno Ya Win Health Centre	NOSM
06	North West	977	North of Superior Healthcare Group	NOSM
04	East	597	Almonte General Hospital	Ottawa

04	East	599	Arnprior Regional Health	Ottawa
04	East	626	Carleton Place and District Memorial Hospital	Ottawa
04	East	644	The Religious Hospitallers of St. Joseph of Cornwall	Ottawa
04	East	646	Deep River and District Health	Ottawa
04	East	651	Royal Ottawa Health Care Group	Ottawa
04	East	732	Kemptville District Hospital	Ottawa
04	East	751	Children's Hospital Of Eastern Ontario - Ottawa Children's Treatment Centre	Ottawa
04	East	753	Hôpital Montfort	Ottawa
04	East	763	Pembroke Regional Hospital Incorporated	Ottawa
04	East	768	St. Francis Memorial Hospital	Ottawa
04	East	777	Queensway Carleton Hospital	Ottawa
04	East	788	Renfrew Victoria Hospital	Ottawa
04	East	800	Hôpital Général de Hawkesbury & District General Hospital	Ottawa
04	East	802	Glengarry Memorial Hospital	Ottawa
04	East	882	Winchester District Memorial Hospital	Ottawa
04	East	928	Perth and Smiths Falls District Hospital	Ottawa
04	East	932	Bruyère Continuing Care	Ottawa
04	East	958	The Ottawa Hospital	Ottawa
04	East	961	University of Ottawa Heart Institute	Ottawa
04	East	967	Cornwall Community Hospital	Ottawa
04	East	978	Kingston Health Sciences Centre	Queen’s
04	East	592	Lennox and Addington County General Hospital	Queen's
04	East	619	Brockville General Hospital	Queen's
04	East	624	Campbellford Memorial Hospital	Queen's
04	East	695	Providence Care Centre	Queen's
04	East	707	Ross Memorial Hospital	Queen's
04	East	771	Peterborough Regional Health Centre	Queen's
04	East	940	Northumberland Hills Hospital	Queen's
04	East	952	Lakeridge Health	Queen's
04	East	957	Quinte Health	Queen's
05	North East	973	Weeneebayko Area Health Authority	Queen's
02	Central	596	Stevenson Memorial Hospital	Toronto
02	Central	606	Royal Victoria Regional Health Centre	Toronto

02	Central	701	Mackenzie Health	Toronto
02	Central	726	Georgian Bay General Hospital - Main site	Toronto
02	Central	736	Southlake Regional Health Centre	Toronto
02	Central	745	Orillia Soldiers' Memorial Hospital	Toronto
02	Central	905	Oak Valley Health	Toronto
02	Central	916	Headwaters Health Care Centre	Toronto
02	Central	975	Trillium Health Partners	Toronto
03	Toronto	632	North York General Hospital	Toronto
03	Toronto	827	Baycrest Hospital	Toronto
03	Toronto	837	The Hospital For Sick Children	Toronto
03	Toronto	850	Runnymede Healthcare Centre	Toronto
03	Toronto	854	Salvation Army Toronto Grace Health Centre	Toronto
03	Toronto	858	Toronto East Health Network	Toronto
03	Toronto	862	Women's College Hospital	Toronto
03	Toronto	910	Casey House	Toronto
03	Toronto	939	Holland Bloorview Kids Rehabilitation Hospital	Toronto
03	Toronto	941	Humber River Health	Toronto
03	Toronto	947	University Health Network	Toronto
03	Toronto	948	Centre For Addiction and Mental Health	Toronto
03	Toronto	953	Sunnybrook Health Sciences Centre	Toronto
03	Toronto	976	Sinai Health System	Toronto
03	Toronto	979	Scarborough Health Network	Toronto
03	Toronto	980	Unity Health Toronto	Toronto
04	East	938	Haliburton Highlands Health Services Corporation	Toronto
04	East	969	Ontario Shores Centre For Mental Health Sciences	Toronto
01	West	593	Four Counties Health Services Corporation	Western
01	West	655	South Huron Hospital	Western
01	West	663	Alexandra Marine and General Hospital	Western
01	West	676	Hanover and District Hospital	Western
01	West	704	Erie Shores HealthCare	Western
01	West	709	Listowel Memorial Hospital	Western
01	West	714	St. Joseph's Health Care London	Western
01	West	793	St Thomas-Elgin General Hospital	Western
01	West	814	Strathroy Middlesex General Hospital	Western
01	West	889	Wingham and District Hospital	Western
01	West	890	Woodstock Hospital	Western

01	West	927	Hotel-Dieu Grace Healthcare	Western
01	West	933	Windsor Regional Hospital	Western
01	West	936	London Health Sciences Centre	Western
01	West	946	South Bruce Grey Health Centre	Western
01	West	955	Brightshores Health System	Western
01	West	966	Bluewater Health	Western
01	West	981	Chatham-Kent Health Alliance	Western
01	West	983	Huron Perth Healthcare Alliance	Western
01	West	984	Rural Roads Health Services	Western

12. 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.)

13. 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).
    i. 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.
    ii. 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.