



ROYAL COLLEGE
OF PHYSICIANS AND SURGEONS OF CANADA
COLLÈGE ROYAL
DES MÉDECINS ET CHIRURGIENS DU CANADA



**COLLÈGE DES MÉDECINS
DU QUÉBEC**

McGill University

**Pre-survey Meeting with
Program Administrators**

**Date: September 12, 2012 at 1:30 p.m.
Meakins, McIntyre Building**

Objectives of the Meeting

- **Provide an overview of**
 - **Accreditation Process**
 - **Pilot Project**
 - **Schedule**
- **S.O.S. Tips**
- **Opportunity to network with colleagues**

Conjoint Visit Royal College/CMQ

- **Planning**
- **Organization**
- **Conduct**
- **Share the cost**
- **One decision taken at the Royal College Accreditation Committee**

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- **Who has been involved in a survey process?**
 - **Last regular survey in 2006**
 - **External review**
 - **Internal review**

Accreditation

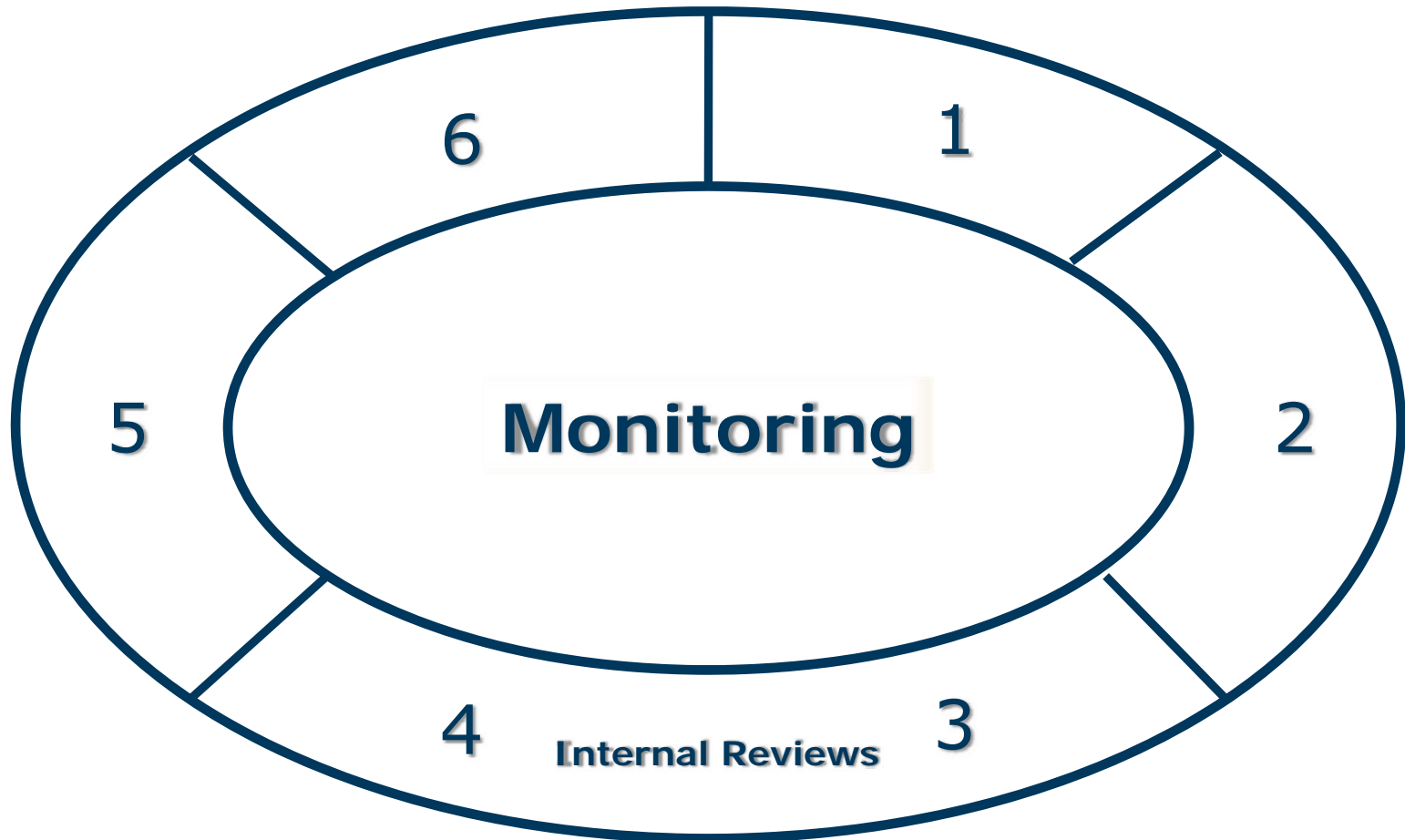
- **Is a process to:**
 - **Improve quality of postgraduate medical education**
- **Provides a means for assessment of residency programs**
- **Assists program director in reviewing conduct of program**
- **Based on Standards**

Pilot Accreditation Process

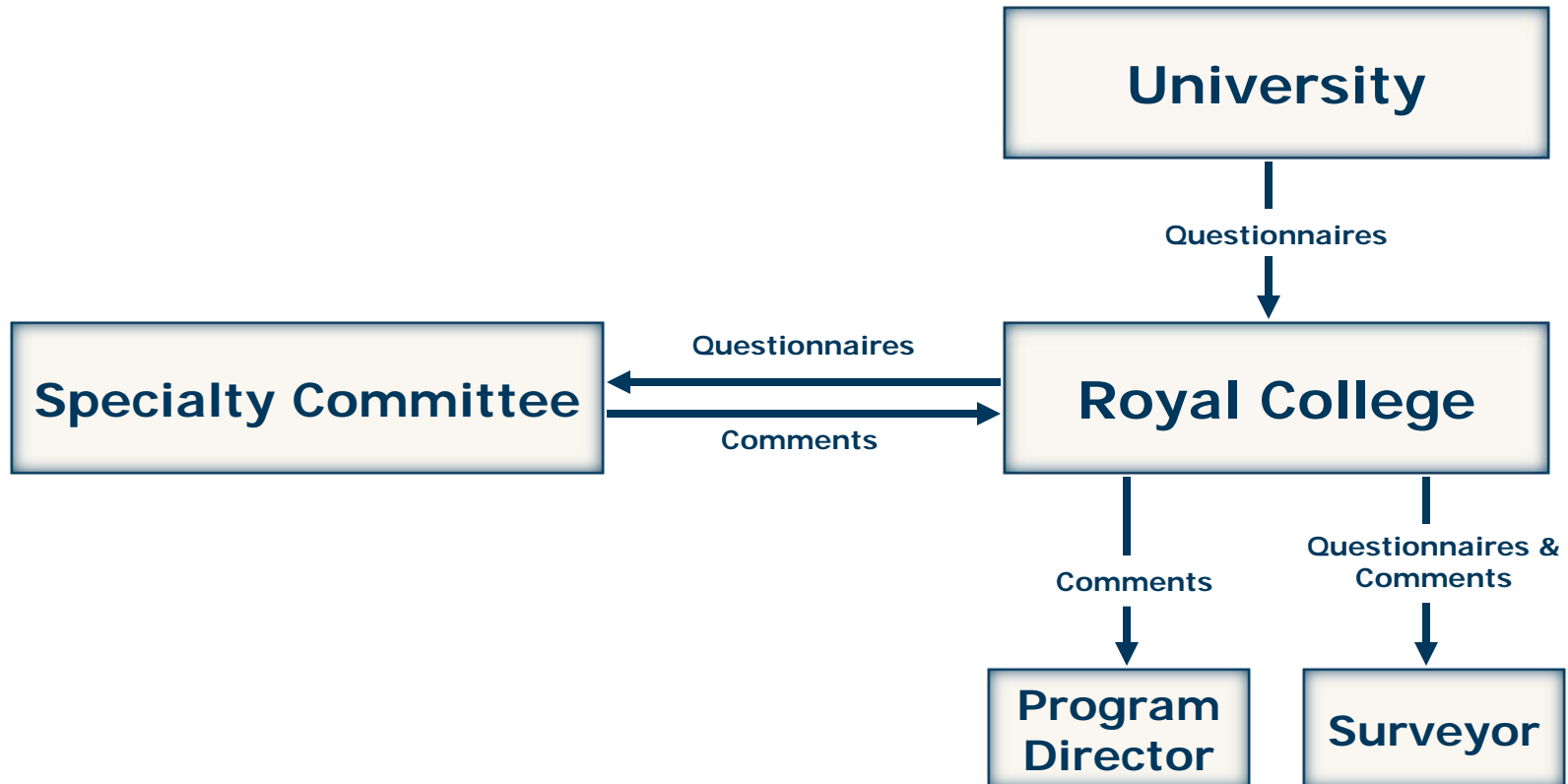
McGill University is one of three universities participating in a pilot accreditation process!

- **Survey will be conducted in two distinct parts:**
 - A Standards review
 - B Standards review
- **Details for the pilot process will be discussed later in presentation**

Six-Year Survey Cycle



Process for Pre-Survey Questionnaires



The Survey Team

- **Chair - Dr. Mark Walton**
 - Responsible for general conduct of survey
- **Surveyors**
- **Resident representatives – FMRO**
- **Regulatory authorities representative - CMQ**

The Survey Schedule

- **Review – Length & Day**
 - **Based on**
 - **Number of residents in program**
 - **Traveling to different sites**
 - **Last schedule in 2006**
 - **Coordinated by the Royal College and PGME office**
 - **Inform PGME office if you foresee a scheduling conflict**
 - **PGME office will notify the program of the day of the review**
- ❖ **Surgical Foundations will be reviewed on Monday morning.**

The Survey Schedule

- **Transportation**
 - Arranged by program
 - Include details
 - Name & contact info for person responsible
 - **Morning**
 - **Pick-up at 07:30 or 07:45**
 - Fairmont The Queen Elizabeth
 - **To and from different sites**
 - When required during review
 - **Afternoon**
 - **Return by 16:00**
 - Fairmont The Queen Elizabeth

The Survey Schedule

- **Sequence to follow**
 - **Document review** (30 min)
 - **Program director** (75 min)
 - **Department chairs*** (30 min)
 - **Residents*** (per group of 20 - 60 min)
 - **Teaching faculty*** (60 min)
 - **Residency Program Committee** (60 min)
 - **Exit Meeting** (15 min)
 - Morning after the review concluded
 - 07:30-07:45 at the Fairmont The Queen Elizabeth
- *** Scheduled anytime after program director but before RPC**

The Survey Schedule

Document Review (30 min)

- **Scheduled at beginning of schedule**
- **Available in meeting room**
 - **Residency Program Committee minutes - last 6 years**
 - **Resident assessment files**
 - If automated, arrange access to a computer
 - Provide assistance/demo

The Survey Schedule

- **Program director** (75 min)
 - **Scheduled after document review**
- **To discuss**
 - **Overall view of program**
 - **Evaluation of Standards**
 - **Strengths & weaknesses**
 - **Specialty Committee Comments**
 - **Sent by email to program director week prior to on-site visit**

The Survey Schedule

- **Department chair** (30 min)
 - **Scheduled anytime after program director but before RPC**
- **To discuss**
 - **Support for program**
 - **Resources available to program**

The Survey Schedule

- **Residents** (60 min)
 - **Scheduled anytime after program director but before RPC**
 - Groups of 20 residents
 - Can be organized in various groups
 - ❖ By postgrad year
 - ❖ By Junior & Senior years
- **Encourage residents to:**
 - **Complete the 'confidential' FMRQ questionnaire**
 - Sent by FMRQ
 - **Meet as a group to discuss strengths & weaknesses prior to visit**
 - **Send reminders – date, time, locations**

The Survey Schedule

- **ALL residents invited to attend/participate in their resident meeting(s)?**
 - Residents who cannot attend
 - Arrange link by video- or tele- conferencing
- **Are visa trainees or (clinical) fellows invited to attend?**
 - **Different funding / title across Canada**
 - For accreditation purposes only, a resident is a person who is following the **same academic program/training** as a resident eligible to write College exams – funding doesn't matter !

The Survey Schedule

- **Teaching faculty** (60 min)
 - Scheduled anytime after program director but before RPC
- **To discuss**
 - Involvement with residents
 - Communication with program director
 - Teaching faculty who sit on RPC need only attend RPC meeting

The Survey Schedule

- **Tours** (15 min)
 - **Optional**
 - Not always necessary
 - Wards, surgical rooms, labs
 - Is there something special to showcase?
 - **MUST be scheduled before RPC**

The Survey Schedule

- **Residency Program Committee** (60 min)
 - Program director attends first half of meeting
 - Resident representative(s) attend the meeting
 - Smaller programs
 - Often faculty all sit on RPC
 - Can combine faculty & RPC together into one meeting
 - **MUST be scheduled as LAST meeting of review**

The Survey Schedule

- **Survey Team Discussion**
 - Your program will be discussed the evening of the day that your review ends
 - Identify the strengths & weaknesses
 - Provide a recommendation

The Survey Schedule

New terminology

- Revised and approved by the Royal College, CFPC and CMQ in June 2012.
- Recommendation
 - Accredited program
 - Follow-up:
 - Next regular survey
 - Progress report within 12-18 months (Accreditation Committee)
 - Internal review within 24 months
 - External review within 24 months
 - Accredited program on notice of intent to withdraw accreditation
 - Follow-up:
 - External review conducted within 24 months

The Survey Schedule

- **Exit Meeting** (15 min)
 - **Morning after review**
 - 07:30 – 07:45
 - Fairmont The Queen Elizabeth
 - **Program director will be informed**
 - Survey team recommendation
 - Strengths & weaknesses of program

After the Survey

- **Final exit with University**
 - **Friday, March 22, 2013 at 09:30**
 - CFPC/Royal College Chairs present a summary of survey week
- **Survey reports sent to PGME**
 - **6 to 8 weeks post-survey**
- **Program response sent to College**
 - **Report any errors of fact only**
- **Accreditation Committee Decisions**
 - **June 2013**
 - Dean & postgraduate dean attend
 - Appeal process is available

“A” Standards

- **Applicable to the University**
- **Reviewed by chair’s team (Team A)**
 - **Schedule organized by PGME office**
- **Looking at**
 - **Structure in place**
 - **Training sites**
 - **Liaison with hospitals**

“B” Standards

- **Applicable to ALL programs**
- **Reviewed by surveyors (1 per program)**
- **Looking at**
 - B1 Administrative Structure**
 - B2 Goals & Objectives**
 - B3 Structure and Organization**
 - B4 Resources**
 - B5 Clinical, Academic & Scholarly Content**
 - B6 Assessment of Resident**

Pilot Accreditation Process

- **Conducted in two separate visits**
 - **PGME and teaching sites – A Standards**
 - November 25-27, 2012
 - **Residency programs – B Standards**
 - March 17-22, 2013

Pilot Accreditation Process

- **ALL residency programs**
 - **Complete PSQ**
 - **Undergo a review**, either by
 - On-site survey, or
 - PSQ/documentation review, and input from various stakeholders
- **Process varies depending on group**
 - **Mandated** for on-site survey
 - **Eligible for exemption** from on-site survey
 - **Selected** for on-site survey

Programs Mandated for On-site Survey

Scheduled for On-site Review in March 2013

Criteria

- **Core specialties**
 - General Surgery, Internal Medicine, Obstetrics & Gynecology
Pediatrics, Psychiatry
- **Palliative Medicine**
 - Conjoint Royal College/CFPC program
- **Program Status**
 - Not on full approval since last regular survey
 - New program which has not had a mandated internal review conducted

Process for Programs Mandated for On-site Review

Process remains the same

- **PSQ Review**
 - Specialty Committee
- **On-site survey by surveyor**
- **Survey team recommendation**
- **Survey report**
- **Specialty Committee**
- **Final decision** by Accreditation Committee
 - Meeting in June 2013
 - Dean & postgraduate dean attend

Programs Eligible for Exemption from On-site Review

Criteria

- Program on full approval since last regular on-site survey

Process for Programs Eligible for Exemption

- **PSQ and documentation review**
 - Accreditation Committee reviewer
 - Specialty Committee
- **Recommendations to exempt**
 - Accreditation Committee reviewer
 - Specialty Committee
 - Postgraduate dean
 - Resident organization (FMRQ)
- **Steering Committee (AC) Decision**
 - **Review of recommendations**
 - Exempted: on-site survey not required
 - Not exempted: program scheduled for on-site survey in March
 - **Selected** program (random)
 - University notified in December 2012

S.O.S. Tips

- **It's all about details !**
 - **Areas of concern for program administrators at survey time include:**
 - **S**chedule
 - **O**rganization
 - **S**pace

S.O.S. #1 - Schedule

- **Identify potential scheduling conflicts to PGME ASAP**
- **Use schedule template**
- **Follow sequence**
- **Include contact information for program**
 - Program director & administrator
- **Include list of participants**
 - Names, titles, location
 - Submit to PGME on time
 - Revisions may be required
- **Send friendly reminders to participants**
- **Participants during review**
 - Punctuality & attendance

S.O.S. #2 - Organization

- **Documents**
 - **Stay up-to-date & be ready**
 - **Let's save trees – no need to print everything**
 - **Provide computer access & assistance, if automated**
 - **Resident files - confidentiality**
 - **Residency Program Committee minutes**
 - **Since last survey or at minimum last 2 years**
 - **Arrange retrieval of confidential documents after document review**
 - **Surveyor may ask for documents again at end of day**

S.O.S. #2 - Organization

• Breaks & Food

- **AM & PM health break - 15 min**
 - Identify washroom locations at beginning
- **Arrange healthy snacks**
- **Replenish water**
- **Lunch break – 30 to 45 min**
 - Not required if schedule ends by 13:00
 - Private time for surveyor
 - Arranged by the program
 - Ensure delivery 10-15 min before break
 - Menu planning
 - Team members accompanying surveyor
- **Allergies / food restrictions**
 - PGME office will inform you

S.O.S. #3 - Space

- **Meeting room**
 - Book early
 - Private space – will be free of interruptions
 - Plan for a table & chairs for all participants
 - Computer access, if required
- **Signage – post it!**
 - Schedule on door
 - ‘Meeting in Progress’ on door
 - Hallway walls
 - Include room number and arrows for directions
- **Technical assistance**
 - Electrical outlet / extension cord
 - Video – or tele- conferencing
 - Computer or workstation, if needed

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Milestones in Residency Education: Competencies, Controversies and Challenges

Les jalons dans la formation des résidents : compétences, controverses et défis

2012

Plan to attend ICRE 2012 in Ottawa
October 18–20, 2012

Soyez des nôtres à la CIFR 2012 à Ottawa
Du 18 au 20 octobre 2012

Visit royalcollege.ca/icre
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ICRE / CIFR

The International Conference on Residency Education | La conférence internationale sur la formation des résidents