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| **QUEEN’S UNIVERSITY**  **INTERNAL REVIEW** | |
| **Residency Program** | Enter program |
| **Surveyors** | Dr.  Dr.  Dr. |
| **Date** | To be inserted |
| **Program Director** | Dr. insert name |
| **Program Administrator** | insert name, phone # and location |

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| **TIME** | **MEETING** | **LOCATION** |
| **8:00 – 8:30** | Document Review | Insert location of review |
| **8:30 – 9:45** | Program Director - insert name |
| **9:45 – 10:15** | Department Head/Division Chair –  insert name(s) |
| **10:15 – 10:30** | Break |
| **10:30 – 11:30** | Residents – insert names and level |
| **11:30 – 12:45** | Lunch with Faculty/Teaching Staff – (excluding the program director, division chair and department head) (insert names)  Drs. |
| **12:45 – 1:00** | Break |
| **1:00 - 2:00** | Residency Program Committee - (insert names)  Drs.  \*\*PD leaves mid meeting  Dr. insert name (departs mid-meeting) |
| **2:00 – 2:30** | Prepare for Exit Visit |
| **2:30 – 3:00** | Exit Meeting with Department Head, Division Chair, Program Director - Drs. (insert names) |