



### SETTING UP

Contact colleagues (limited to Ontario/Quebec if in-person) to identify a suitable external member for the Internal Review Team (External Reviewer) (PD or Delegate).

Establish IR date based on the availability of External Reviewer, Department Head, Division Chair, faculty and residents, and ask these members to hold the date in their calendars as soon as possible (PD or Delegate).

Provide PGME with IR date and contact information for External Reviewer including email address, phone number and mailing address (PD or Delegate)

Ensure you can access [CanAMS](#).

### DOCUMENT PREPARATION

Review both the general standards and the discipline-specific standards relevant to your program.

Begin populating CanAMS early (all work must be completed 6 weeks before site-visit).

PD is responsible for the content, working as applicable with other key contributors (e.g., Educational Consultant, faculty, Program Administrator).

Ensure TORs are up to date for Residency Program Committee (RPC), Competence Committee (CC).

Verify that curriculum mapping is complete and up to date.

Ensure that the confidential OneDrive folder for your program has been populated with the correct documents for reviewers and shared with the appropriate members of PGME at least 4 weeks before your review (See OneDrive Organization for Programs Undergoing Internal Reviews document located in the PA section of the Training and Organization page).

### PREPARING YOUR PROGRAM FOR THE DAY

Use the CanERA Program Accreditation Review Interview Guide to prepare for interviewer questions (email [Jeremy Solomatenko](#) or [Karen Spilchen](#) for a copy).

Provide Department Head, Division Chair, faculty, and residents with schedule for the day.

Hold meetings with residents, RPC, and faculty to go over the questions that may be asked and to remind them where relevant resources are located and what policies and processes are in place.

### **THE SITE VISIT**

Make sure that you and the PA are available all day for troubleshooting.

Ensure all participants attend meetings.

### **AFTER THE DAY**

After receiving the report, you have the opportunity to respond to any factual errors or misunderstandings using the IR Program Response Template. Return this document to PGME.

The IRSC will review the IR Report and will respond with the IRSC Internal Review Response with Areas for Improvements (AFIs) and follow-up, which will be reviewed by the Associate Dean and then returned to the program by the PGME Office.

Begin incorporating and implementing feedback in your program with PGME support.

Follow-up may be requested.