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| **Schedule Template - Internal Review****Queen’s University** **(Virtual)** |
| **Residency program:** | Program name (use Royal College or CFPC name) |
| **Surveyors:** | Names of surveyors |
| **Date:** | Date of review (include day) (e.g., Monday, November 22, 2021) |
| **Connection details:** | Include platform used – e.g., Zoom meeting (same link used throughout the day) (Include weblink, Meeting ID, Meeting Password, and Audio link, as applicable) |
| **Contact Information** |  |
| **Program Director** | **Program Administrator** | **PGME Contact**  |
| * Name
 | * Name
 | * Name
 |
| * Phone (indicate cell and/or office); number should be where the individual can be reached throughout the day (i.e. if office number, the individual should be available at that number throughout the day)
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*For this section, add names and ensure where multiple names are noted, that they are in alphabetical order.*

| **Time** | **Meeting** |
| --- | --- |
| 15 min  | **Technology Test** * Representative of the program or PGME to start the call and ensure that technology is working appropriately.
* Indicate the name of the person who will be starting the call.
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| 45 min | **Surveyor preparation/planning (private) -applies to virtual reviews** * Surveyors to discuss documents that have been provided in advance.
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| 60 min | **Program Director*** Must be scheduled prior to any of the following meetings.
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| 15 min | **Program Administrator**  |
| 15 min  | **Surgical Foundations Program Directors (if applicable- for the following programs- Cardiac Surgery, General Surgery, Neurosurgery, Obstetrics and Gynecology, Orthopedic Surgery, Otolaryngology-HNS, Plastic Surgery, Urology, Vascular surgery)*** Include name
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| 15 min | **Department / Division Chair*** Meeting with the academic lead(s) for the discipline
* Include names and specific titles
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| 60 min | **Resident(s)** - groups of up to 20 residents * For larger programs, can be arranged by PG year or by grouping junior and senior residents.
* Include off-site/off-service residents.
* Include the PGY year (or level) for each resident.
* All residents following the full curriculum (including visa trainees) should be included.
* Graduates of the program should not be included.
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| 45 min | **Faculty / Teaching Staff*** Program director (and assistant program director, if applicable) and section/department/division chairs should not attend this meeting
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| 30 min | **Competence Committee**  |
| 45 min | **Residency Program Committee** * MUST be scheduled as the last meeting of the review.
* Resident representative(s) on the RPC attend this meeting (identify resident representatives on list of attendees).
* No meetings scheduled after this meeting.

\*\*Program Director will be invited to attend the last 15 minutes of this meeting. If section/department/division chair and/or program administrator are members of the RPC, they will only be invited to attend the last 15 minutes of the meeting. |
| 15 min | **Additional meeting with Program Director (if required)*** Program Director to be available if the surveyors have any additional/closing questions
 |
| 60 min | **Private discussion time for surveyors** |
| 15 min | **Exit meeting with Program Director** |

*\*The order of these meetings is interchangeable*

**General Guidelines for the Schedule:**

* Wellness breaks should be scheduled (approximately) every 90 minutes:
	+ Mid-morning – 15 minutes
	+ Lunchtime – 30 minutes (immediately following break, 15 minutes should be schedule for surveyors to have private discussion time prior to the afternoon meetings)
	+ Mid-afternoon – 15 minutes
* For all meetings, indicate start time and finish time (which correspond to the meeting duration)
* In all instances, the schedule must list the participants for each meeting. It is helpful if participants are listed in alphabetical order (to facilitate attendance taking on virtual platform).
* For any meetings where the program director should not be in attendance (e.g. faculty meeting, Residency Program Committee, etc), the program administrator(s), associate program director (if applicable), and section/department/division chair should also not be present (i.e. program leadership should not be in attendance)
* Any acronyms should be spelled out the first time that they are used.