

**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
<ul style="list-style-type: none"> Name 	<ul style="list-style-type: none"> Name 	Karen Spilchen
<ul style="list-style-type: none"> 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) 	<ul style="list-style-type: none"> 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) 	<ul style="list-style-type: none"> Karen.spilchen@queensu.ca

For this section, add names and ensure where multiple names are noted, that they are in alphabetical order.

Time	Meeting
15 min	Technology Test <ul style="list-style-type: none"> PA to start the call and ensure that technology is working appropriately. Indicate the name of the person who will be starting the call.
45 min	Surveyor preparation/planning (private) -applies to virtual reviews <ul style="list-style-type: none"> Surveyors to discuss documents that have been provided in advance.
60 min	Program Director <ul style="list-style-type: none"> Must be scheduled prior to any of the following meetings.
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) <ul style="list-style-type: none"> Include name
15 min	Department / Division Chair <ul style="list-style-type: none"> Meeting with the academic lead(s) for the discipline Include names and specific titles
60 min	Resident(s) - groups of up to 20 residents <ul style="list-style-type: none"> 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.
45 min	Faculty / Teaching Staff <ul style="list-style-type: none"> Program director (and assistant program director, if applicable) and section/department/division chairs should <u>not</u> attend this meeting
30 min	Competence Committee

Time	Meeting
45 min	<p>Residency Program Committee</p> <ul style="list-style-type: none"> • 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. <p>**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.</p>
15 min	<p>Additional meeting with Program Director (if required)</p> <ul style="list-style-type: none"> • Program Director to be available if the surveyors have any additional/closing questions
60 min	<p>Private discussion time for surveyors</p>
15 min	<p>Exit meeting with Program Director and Associate Dean PGME (if available)</p>

**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.