

**PGME INTERNAL REVIEW PROCESS - TASK RESPONSIBILITIES** *Updated Nov 25, 2022*

*Light Blue-PGME task, Yellow-Program task, Dark Blue-Joint PGME & Program Task, White-IRSC task*

Program advises PG Office about

chosen date of IR and External Reviewer; Send email to all attendees to hold the date; Start populating CanAMS

Send IR Schedule Template/Sample Schedule, Notice of Resident File Access, Orientation Material link to PA/PD

Constitute Internal Review Team (IRT) based on confirmed dates/reviewers’ availability

**Initiation**

(2-6 months prior)

Complete OneDrive folder and share link with PGME (6 weeks prior to review); Complete Instrument in CanAMS at least 6 weeks prior; email IR Schedule to PGME

Update OneDrive folder with Reviewer documents, IR Report Template and CanAMS access given to IRT 2 weeks prior; arrange for travel, accommodation, honorarium for external consultant

PGME office reviews information in CanAMS for errors

Provide program staff and residents with confirmed IR details; book rooms and refreshments/lunch (If In-person); set-up Zoom link (If virtual or hybrid)

**Preparation**

(1-2 months prior)

Confirm bookings, food/refreshments, room availability and perform tech check (if necessary)

IR Report shared with program and PD responds to factual errors.

IRT prepares & sends Report to PGME Office

Site Visit

**Internal Review**

IRSC Reviews and a rapid response is given if needed

Associate Dean PGME reviews IRSC IR Response

Follow up on report/action items until issues are addressed

Internal Review Report & IRSC response provided to PD/Department Head/PA

Program incorporate/implement feedback with PGME support

IRSC prepares internal review response with areas for improvement and follow-up

**Follow-up**