OneDrive Organization Instructions for Programs Undergoing Internal Reviews

Programs will be required to use OneDrive to share information that is external to the CanAMS system during their Internal Review. This includes providing meeting minutes, confidential resident assessment files, accreditation documents and their Program Response to AFI document. This guide has been created to standardize the organization and procedures for this process.

Prior to Internal Review

Programs should create and populate their folders prior to their internal review. Permission for read-only access should be granted to the reviewers assigned to your internal review and editing permissions should be established for Karen Spilchen (karen.spilchen@queensu.ca), Jeremy Solomatenko (js396@queensu.ca) and Laura McEwen (laura.mcewen@queensu.ca).

Once the folder is complete, the shared folder link should be sent to Karen Spilchen <u>and</u> Jeremy Solomatenko at <u>least 4 weeks before</u> the day of the program's review.
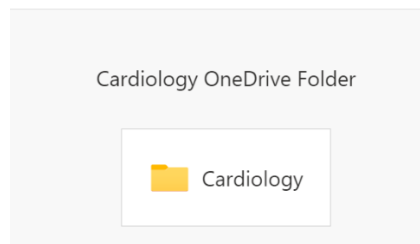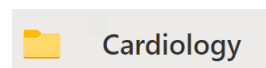

Your program's OneDrive folder should be time-limited and should be closed to reviewers the day after your review.

File Organization

The confidential files for your program should be organized on OneDrive with the following structure:

The link sent to reviewers should bring them to a program file folder with your program name on it.

When they click the first folder, they should then see these four files.

📁 1 - Meeting Minutes

📁 2 - Resident Assessment Files

📁 3 - Resident Consent Forms

📁 4- Previous Accreditation Results

Content for each File:

(Use naming conventions that match the examples in this section)

Meeting Minutes

The meeting minutes folder should contain two PDF files, one for RPC or PEC minutes and the second for CC or RAC minutes.

📄 Program Name_RPC or PEC Minutes.pdf

📄 Program Name_CC or RAC Minutes.pdf

Resident Assessment Files

Clicking on this folder should display resident files in PDF format organized by PGY-level (*Note: 1-2 residents per year depending on program size. Include one resident in difficulty if possible.*)

📄 PGY1a.pdf

📄 PGY1b.pdf

📄 PGY2a.pdf

📄 PGY2b.pdf

Resident Consent Forms

This next folder contains resident consent forms for any uploaded file.

📁 3 - Resident Consent Forms

Previous Accreditation Results

This folder needs to be populated with several documents related to the program's previous Accreditation Reviews. The first two would have been sent to your program at that time. These include the Decision Letter and the accompanying External Review Report (also called Survey Report). Contact Jeremy Solomatenko JS396@queensu.ca if your program cannot locate these files in your own records.

This folder will also be where your program uploads the completed *Response to AFIs* document.*

📁 8   4- Previous Accreditation Results

🗐   Cardiology_DL2018.pdf

🗐   Cardiology_ExternalReviewReport2018.pdf

🗐   Cardiology_Response to AFIs.pdf

Note: This document is necessary for programs that have not undertaken a college review using the new standards. At this stage, that includes most of our programs. If your program has had a College review post-2019, then programs can respond to AFIs directly in their CanAMS Instrument tab.