

OneDrive Instructions for Reviewers

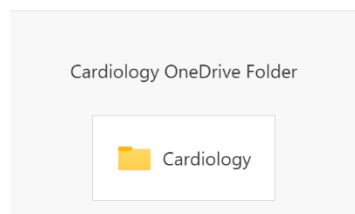
Internal Reviews at Queens PGME are supported by OneDrive, which is used by all programs to share meeting minutes, confidential resident assessment files, accreditation documents, and other supporting materials you will need to complete the review. This guide has been created to help reviewers navigate this OneDrive folder and easily locate the files.

Access

Several weeks before the review you will receive an email from Karen Spilchen (karen.spilchen@queensu.ca), the Accreditation Program Coordinator at Queens PGME, with a link to the shared OneDrive folder for the program you are reviewing.



Karen Spilchen
shared a folder with you



You will be granted read-only access to the files in this folder. The folder will be time-limited and will be closed to you after the day of the Internal Review.

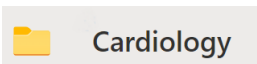
Access Problems

Check to make sure the link is working when it arrives, even if you do not plan to review documents right away. If there is a problem with your access, please email Karen Spilchen as soon as possible.


File Organization


The confidential files for the program are organized on OneDrive with the following structure:


Click on the program file to open it (Cardiology is being used as an example only and may not reflect the program you are reviewing).





When you click on the first folder, you will see files organized like this:

-  1 - Meeting Minutes

-  2 - Resident Assessment Files


-  3 - Resident Consent Forms


-  4- Previous Accreditation Results

-  5 - Review Team Documents

Meeting Minutes


The meeting minutes folder contains 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 will display resident files in PDF format organized by PGY-level (*Note: There will be 1-2 residents per year depending on program size. Residents in difficulty have been included where 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 is populated with several documents related to the program's previous Accreditation Reviews. This includes Decision Letters, External Review Reports (also called Survey Report), and the Program Responses (also called Response to Factual Errors). In addition to these documents, the program has uploaded a *Program Response to AFIs* document which outlines how the program has addressed the AFIs identified during the last formal review, if this occurred in 2018.*

4- Previous Accreditation Results

 Cardiology_DL2018.pdf

 Cardiology_ProgramResponse2018.pdf

 Cardiology_ExternalReviewReport2018.pdf

 Cardiology_Response to AFIs.pdf

Review Team Documents

The final folder contains documents that you will be working with to complete your review. This includes a copy of the specific standards for the program, the Internal Review Report Template that you will be filling out for the specific program you are reviewing, and the schedule for the day of the review.

 Cardiology_adult_Standards_July 2022.pdf

 Cardiology_Report Template_Internal Revie...

 Cardiology IR Schedule for the Day.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 a program has had a College review post-2019 then they will have responded to the AFIs directly in their CanAMS Instrument tab.*

(created Sept 19, 2022)