



SETTING UP

Book date and External Reviewer in coordination with the Program Director (PD).

Send email invitations, based on your draft Internal Review (IR) Schedule, to all in the department (add meeting link if virtual).

Go to [CanAMS](#) to ensure you have access.

Coordinate entering information into CanAMS with your PD.

Here are some examples of best practices. This is not an exhaustive list (we may add to this):

RPC/PGEC and CC/RAC Agendas: upload these documents into CanAMS. Ensure that there is one PDF document for RPC/PGEC Agendas and 1 PDF document for CC/RAC Agendas.

Prepare your OneDrive (Shared Folder).

RPC/PGEC and CC/RAC Minutes - You will be asked to create a One-Drive folder for your reviewers to access. In this folder, you will place the RPC/PGEC and CC/RAC minutes. Ensure that there is one PDF document for RPC/PGEC Minutes and 1 PDF document for CC/RAC Minutes. It is important to have these folders clearly labelled.

IR Resident files: include confidential info that is not in Elentra such as resident exam results and PD meeting minutes (Be sure to get written consent from the resident to share the file).

Ensure Terms of Reference for any committee or subcommittee are up-to-date and labelled correctly (e.g., PGEC, RPC, etc.).

Compile list of publications/grants from faculty CV (clinical annual reports), also for residents.

Send final IR Schedule to PGME.

If in-person, then book room, order lunch, etc.

Plan pre-visit meetings to answer any questions and let people know what the day will be like.

Coordinate Elentra orientation for reviewers (one week in advance): Provide direction on accessing the CBME Learner Dashboard and Assessment & Evaluations information guide (contact [Jeremy Solomatenko](#) for a copy). Alternatively, arrange to have someone who can virtually guide the reviewer on the day of the site visit

One week in advance, provide IRT with OneDrive (Shared Folder) information (see above: 'Prepare your OneDrive').