



SETTING UP

Book date and External Reviewer in Coordination with the Program Director (PD). Send contact information for External Reviewer to Karen Spilchen (karen.spilchen@queensu.ca).

Send email confirming the date of your IR and ask all members to hold the day.
Send proposed IR Schedule to PG Office for review.

Set up one Zoom link for the day (as opposed to a separate session for each meeting during the day).

After IR Schedule is approved by PG Office, send it along with the Zoom link in your email invitation to all attendees within the program.

Review the discipline-specific standards relevant to your program (Found in CanAMS or on the Internal Review [webpage](#))

CanAMS

Go to [CanAMS](#) to ensure you have access (Contact Karen Spilchen if you do not).

Coordinate entering information into CanAMS with your PD. This should be ready for PG review at least 6 weeks prior to your review date. Notify PG Office when this is ready.

Ensure all required documents are uploaded in CanAMS (ex. Agendas, TOR, Organizational Structure, Policies, etc.)

PREPARE YOUR ONEDRIVE (SHARED FOLDER)

Follow the directions in the *OneDrive Instructions for Programs Undergoing Internal Reviews* document (Available on the Training and Orientation section of the Internal Review webpage or by emailing Jeremy Solomatenko at JS396@queensu.ca)

Be sure to get written consent from the resident to share their file

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

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

Four weeks in advance, provide Karen Spilchen with OneDrive link (See above *Prepare your OneDrive*).

ZOOM MEETING PREPARATION

Enable 'waiting room' functionality so participants can't join the session unless they are admitted by the host which will be the PA.

To ensure that the day goes smoothly, in advance:

Confirm that participants are equipped/familiar with how to connect to Zoom (basic functionality; mute/unmute; change name; waiting room; etc).

Provide guidance to participants for expectations for their participation in the review:

- Ensure their video is on
- Full name displayed
- Participants should be in a private space to join the session (respect confidentiality of the process and no distractions)
- One participant per connection provides optimal video/audio for the surveyors (if multiple participants are connected with the same device/computer, it can be difficult to hear/see them if they are far away from the device?)