



BEFORE THE DAY

Familiarize: Interview Guide, New Standards.

Familiarize: Internal Review report template, to the indicator level.

Review schedule for the Review day – who is meeting with the team, and in which order?

Review Program Materials on the shared OneDrive folder and CanAMS when available: completed program Instrument, plus any uploaded supporting documents.

Start to complete a rough draft of the report. The following information is usually included:

Some material which provides clear information for a rating for indicators, such as the Program Assistant job description.

Some material which provides a clear sense of what's happening but still needs to be verified (e.g., that the process to identify a resident in difficulty is being followed effectively).

A written process is present but in order to confirm that process, the file needs to be reviewed and interviews need to be conducted.

Some material is primarily obtained through the review meetings (e.g., information about the resident service:education balance).

Prioritize information for the review meetings and make rough notes. Try to:

Identify where there are gaps in the information provided.

Determine what needs to be verified and in which meetings this information would be available.

ON THE DAY

Introduce IR team and purpose of the review in every session.

Specifically explore progress on any identified Areas for Improvement (AFIs) from last review.

Explore PGME priority issues.

Provide PD immediate feedback at the end of the day.

AFTER THE DAY

Complete report and send to Karen Spilchen (karen.spilchen@queensu.ca). The Accreditation Program Coordinator will then forward it to the Internal Review Subcommittee (IRSC) for review.

Each indicator on report is rated as Meets/Does not meet.

Any unmet indicator (e.g., 3.1.1.2) means that an entire requirement (3.1.1) is unmet and is identified as an AFI.

The IRSC will determine what (if any) follow-up is recommended for the program, depending on the nature of the AFI, and the program's plan to address.