

# POSTGRAD ACCREDITATION 2020



**NEWS FLASH:** The pre-survey visit will take place on **April 28 & 29, 2020.**

## MESSAGE FROM THE PGME ASSOCIATE DEAN

### ***We are now within the same calendar year as our accreditation visit!***

These seemingly arbitrary milestones do mark the steady progress towards the site visit and are 'anchor points' in our overall preparation management. The PGME accreditation team has been working hard to review and provide feedback on over 80 program and site Accreditation Questionnaires. Our goals in doing so are to provide not only a concise yet thorough portrayal of each program, but also to reflect accurately the great work being done by each program and department and be unfailingly consistent in how we describe our structures and centralized support. To be blunt, the U of T is extremely complex, and we must make it as easy as possible for those who visit us (i.e. surveyors) and those who only read about us (i.e. specialty committee members) to understand our system. Only then can we minimize the chance of misunderstandings or missing key elements of our programs during the on-site review. We know this part of the process can seem tedious and time consuming but we are here to help and ensure a great product for our surveyors in the end.

In parallel with this, I have been meeting with our hospital education leads to go over site-specific issues and engage in some further preparation for site visits. We are also negotiating some important process elements with the two Colleges in the lead-up to our pre-survey visit on April 28th and 29th. Please review the **Pre-Survey Visit** scheduled events listed in this newsletter and hold the applicable timeslots in your calendars. We will be calling on Department/Division Chairs, Program Directors, Site Directors, Program Administrators, and Residents to attend and participate in these meetings.

A key element of the pre-survey visit meetings will be finalizing the schedule for the survey week. We know that programs are waiting on the dates for their reviews and are aware of the challenges in finding appropriate space for each program review. We have asked our hospital partners to prioritize requests for accreditation bookings when they arise and we are identifying space that may be used for 'orphan' programs that are having difficulty finding space during the survey week.

Finally, in the sections that follow we detail the next steps in our outreach to prepare programs and sites for the on-site survey visit. We will continue to provide sessions for all participants on both logistical and content issues. I look forward to our ongoing work in the lead-up to our on-site visit and showing off all of our collective great work and innovation!

**Glen Bandiera, MD, FRCPC, MEd**  
Associate Dean, Postgraduate Medical Education

**Questions?** Contact me: [adpgme@utoronto.ca](mailto:adpgme@utoronto.ca) or our **Accreditation team:** [pgmecordinator@utoronto.ca](mailto:pgmecordinator@utoronto.ca)

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# TIMELINE REVIEW



## NEWS AND UPDATES

### Pre-Survey Visit

The pre-survey visit will be held on **Tuesday, April 28th and Wednesday, April 29th, 2020**. During this visit, the Royal College (RCPSC) and Family Medicine (CFPC) will review the accreditation process, discuss meeting logistics and answer questions about the on-site survey taking place November 22-27, 2020. If you are not able to attend your scheduled meeting please contact [pgmecoordinator@utoronto.ca](mailto:pgmecoordinator@utoronto.ca) to discuss options for calling in or sending a delegate for your program.

#### Meetings for Day 1: April 28th, 2020

- Department/Division Chairs Meeting (11:00am – 12:15pm)
- Royal College Program Administrators Meetings (11:00am – 12:15pm)
- Royal College Program Directors Meeting (1:00pm - 2:15pm)
- AFC Meeting\* (1:00pm – 2:15pm)
- Resident Representatives Meeting for Royal College and Family Medicine Programs (2:30pm – 3:45pm)

\* AFC Meeting includes AFC Trainees, AFC Directors, Department/Division Chairs and Program Administrators

#### Meetings for Day 2: April 29th, 2020

- Family Medicine Core and Enhanced Skills Program Directors, Site Directors, Program Administrators and Department Education Leads (9:00am – 10:00am & 10:00am - 10:45am)
- Family Medicine Undergraduate Peer Consultation (10:45am – 11:00am)

### Finishing Your AQ

Thank you for submitting the first draft of your Accreditation Questionnaires (AQs) and attachments! The accreditation team continues to review everyone's documents. Many programs are currently working on incorporating edits and updating their documents. We are extremely appreciative of the work that you and your teams have done.

Once the final edits are made, the documents will be reviewed and signed off by the PGME Associate Dean, the programs and departments. We anticipate that these final sign-offs will take place from March - May 2020. The PGME team will be uploading the final documents into the online Accreditation Management System (AMS) from March – June 2020. Following this, each program will be given access to review the submitted information in July 2020.

### Preparing for the On-Site Visit

PGME is holding workshops on "Preparing for the on-site survey visit". The same workshop will be held on four separate dates to help accommodate schedules. This workshop will discuss strategies to prepare for the on-site visit including communication with faculty and trainees, on-site documentation

and how to demonstrate that your program is meeting the accreditation standards. Please see the workshop dates below and visit our [registration page](#) for further details:

- Tuesday, May 12th from 2:00pm – 4:00pm
- Friday, May 22nd from 9:00am – 11:00am
- Friday, June 5th from 10:00am – 12:00pm
- Tuesday, June 16th from 9:00am – 11:00am

## STANDARDS SPOTLIGHT

### Reflecting on the Hidden Curriculum

The hidden curriculum is defined in the General Standards of Accreditation for Residency Programs as “A set of influences that function at the level of organizational structure and culture, affecting the nature of learning, professional interactions, and clinical practice”.

The new accreditation standards now reference the importance of reflecting on the potential impact of the hidden curriculum in each residency program. To support residency programs in their efforts to meet these new requirements, the PGME office is holding a workshop on **Tuesday, March 24, 2020** to provide participants with an overview of the hidden curriculum concept and to discuss strategies for reflecting on the hidden curriculum in your program. For details please visit our [registration page](#).

## POLICY SPOTLIGHT

*Did you know the Faculty of Medicine has **Guidelines for the Assessment of Postgraduate Residents** at the University of Toronto?*

The [Guidelines](#) provide minimum guidelines for the assessment and evaluation practices throughout the postgraduate medical education programs in the Faculty of Medicine; provide guidelines for the remediation, probation, suspension, dismissal of trainees; and ensure that assessment and evaluation practices are consistent with the University of Toronto.

Please review the Guidelines at [https://pg.postmd.utoronto.ca/wp-content/uploads/2019/04/FOM\\_Guidelines-for-the-Assessment-of-PG-Residents-\\_19Feb18\\_with-Mandated-Leave.pdf](https://pg.postmd.utoronto.ca/wp-content/uploads/2019/04/FOM_Guidelines-for-the-Assessment-of-PG-Residents-_19Feb18_with-Mandated-Leave.pdf)



We recognize that a resident may need to interrupt training for a number of reasons.

Such interruptions are referred to as leaves of absence. The purpose of the **Guidelines on Leaves and Training Waivers** is to provide guidance to program directors on a range of issues relating to leaves of absence taken during residency training including the granting of leaves, salary level implications, and impact on certification exam eligibility. The Guidelines are provided to help Program Directors understand the many important documents that govern leaves and how they each can impact certification exam eligibility for learners. This guideline is not intended to supersede these documents,



but will serve to assist Program Directors in their interpretation and application.

Please review the Guidelines at <https://pg.postmd.utoronto.ca/wp-content/uploads/2017/02/Guidelines-for-Residency-Leaves-of-Absence-Training-Waivers-Feb2015.pdf>

To review all of the guidelines and statements related to postgraduate medical training, please refer to the PGME policy and guidelines webpages at <https://pg.postmd.utoronto.ca/about-pgme/policies-guidelines/>

## QUESTIONS?

For all accreditation related matters and questions, please email : [pgmecoordinator@utoronto.ca](mailto:pgmecoordinator@utoronto.ca)

## Resources

[Accreditation Website](#)

[Accreditation Standards](#)

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