

POSTGRAD ACCREDITATION 2020



NEWS FLASH: Accreditation 2020 dates have been set!
Please mark your calendars.

On-Site Review: Sunday, November 22 – Friday, November 27, 2020

Pre-Survey Visit: Tuesday, April 28th and Wednesday, April 29th, 2020

MESSAGE FROM THE PGME ASSOCIATE DEAN

Pursuit of quality is a marathon, not a sprint!

Accreditation preparation is in full swing, and it feels like we are turning a corner towards our on-site visit with a massive 'all hands on deck' flurry to the finish! In fact, we have been preparing for this event almost since the day the last visit by our national Colleges ended. Our approach aligns well with one of the key design elements of the new accreditation model – that of **Continuous Quality Improvement (CQI)**.

We worked hard with our programs to address weaknesses identified at the on-site visit in 2013. This work has been overseen by our highly skilled and dedicated **Internal Review Committee (IRC) and Family Medicine IRC**, who are nearing completion of their program review cycle. I am confident that programs have been held to a very high standard. Many programs have been asked to submit follow-up reports or to engage in subsequent reviews, which speaks to both the high standards we adopted and the adherence to a CQI mindset. In the accreditation system of the future, we will be asked to demonstrate how we implement a CQI model for our programs and also to engage in more frequent 'looks' by the Colleges. Thanks to the approach taken at U of T, I think we will have no trouble demonstrating our commitment to this model. We also asked all programs to undergo a **self-assessment** against the new standards to identify and prioritize initiatives. We have collated the responses and identified themes across the organization which has helped us design workshops and other faculty development activities. I have met with all of the **clinical chairs** individually to share the status update for the departments and ensure their engagement and support of our residency programs. I have also engaged our hospital partners through both the **HUEC and TAHSne** committees. Finally, we have developed a systematic work plan to complete all documents and logistical arrangements related to the site visit in November 2020. As in the last iteration, we will provide supports in the form of template answers and document review, planning workshops and outreach activities. Our commitment is that we will work to ensure that all programs are well-described to the surveyors and the visit itself is as well-organized and easy on residents and faculty and partner institutions as we can make it.

I truly appreciate all the efforts of our program directors, site directors, program administrators, faculty members, residents and hospital education leads; both in the delivery of day to day excellence in education, and in the preparation to show it all off at our site visits!

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

Questions? Contact me: adpgme@utoronto.ca or our **Accreditation team:** pgmecordinator@utoronto.ca

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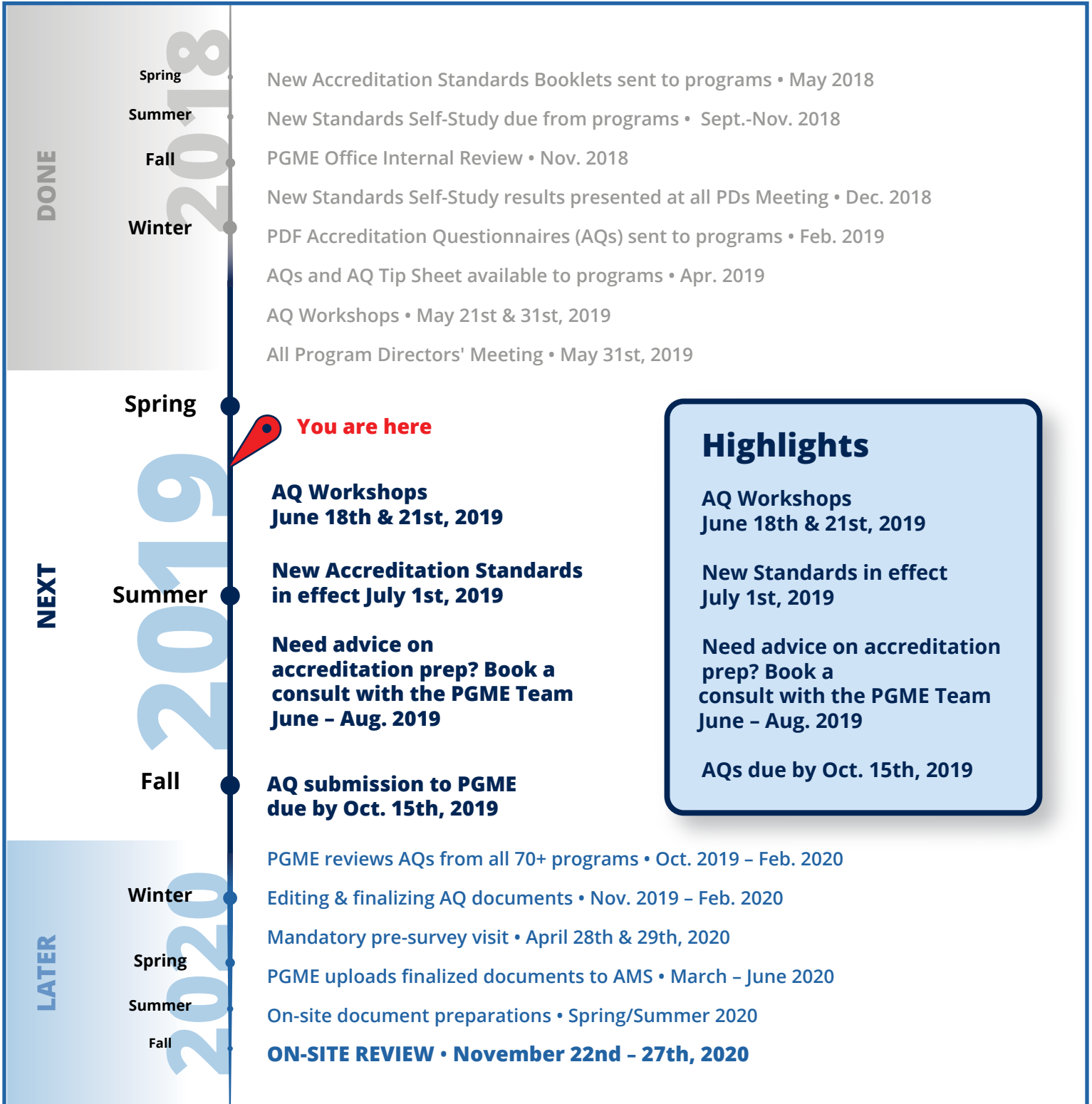
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TIMELINE REVIEW



NEWS AND UPDATES

Save the Date!

The on-site survey dates have been set by the Royal College (RCPSC) and Family Medicine (CFPC). All faculty, residents and residency education leaders, please hold these dates in your calendars:

Sunday, November 22 – Friday, November 27, 2020.

The dates of the mandatory pre-survey visit have also been confirmed for **Tuesday, April 28th and Wednesday, April 29th, 2020.** Please hold these dates in your calendar as well. More details to follow soon.

New Accreditation Standards

As of July 1, 2019, the New General Standards of Accreditation will apply to all universities and their residency training programs. Compliance with the New Standards will be evaluated during all subsequent accreditation reviews and applications.

Accreditation Questionnaire (AQ)

All Royal College programs have received their Accreditation Questionnaires (AQs). If you belong to a Royal College program and have not yet received your AQ, please contact us at:

pgmecoordinator@utoronto.ca.

The Accreditation Questionnaires (AQs) for Family Medicine programs and sites will be distributed in June.

The AQ Tip Sheet contains instructions and sample wording to guide you in completing your program specific AQ. We are also running AQ Workshops, please see our [registration page](#) for details.

Drafting your Accreditation Questionnaire (AQ)

Next steps

1. Review the **checklist of required attachments** provided in your AQ and determine what you **have**, what **needs updating** and what **needs to be developed**.
2. If you need assistance with tailoring any of the sample attachments provided in the [AQ Tip Sheet](#), contact pgmecoordinator@utoronto.ca EARLY for assistance. The accreditation team has set aside time over the summer to provide this support.
3. The AQ has 12 sections. Start NOW and set a goal of completing at least 2-3 sections per month.
4. The deadline to submit your draft AQ is **October 15th, 2019**. *Programs that submit their draft AQ early will have the benefit of receiving feedback sooner and will have more time to address comments.*

STANDARDS SPOTLIGHT

Standard 8 requires that **administrative personnel are valued and supported in the delivery of the residency program**. Some highlights of what is included in this standard are below:

- 8.1.1.1: The standardized job description for residency program administrative personnel outlines the mandate, expectations, time allocation, reporting and accountability for the role, and is effectively applied.**

Please find posted on the PGME website a generic job description for the program administrator role (based on an early version created as part of the 2014 Task Force on Best Practices in PGME Program Support), and revised by PGME in June 2018. Programs and departments can use and adapt this description for their program administrators.

<https://pg.postmd.utoronto.ca/faculty-staff/program-administrator-generic-job-description>

8.1.1.4: Residency program administrative personnel receive feedback on their performance in a fair and transparent manner.

The Faculty of Medicine is using a new HR tool to help facilitate professional development conversations between administrators and team leaders. Residency programs that are seeking resources to facilitate similar discussions between program directors and program administrators may want to consider adapting this tool for use in their local context. For more information, please refer to the attached Supervisor and Employee Guidelines for Annual Reflection and Dialogue.

POLICY SPOTLIGHT

The Faculty of Medicine staff, faculty members, and its affiliated hospitals have a joint responsibility to protect the integrity of the clinical and academic learning environment for its residents and fellows.

The Guidelines for Addressing Intimidation, Harassment and Other Kinds of Unprofessional or Disruptive Behaviour in Postgraduate Medical Education prohibit discrimination, harassment and unprofessional behaviour in the learning environment and provide the assurance that the Faculty will respond when that environment is compromised.

The purpose of these Guidelines is to:

1. Define harmful incidents which include intimidation, harassment, and unprofessional behaviour; and,
2. Outline the process for postgraduate medical trainees to report complaints of harmful incidents involving themselves or other postgraduate trainees and initiate an investigation.

To review the Faculty's incident reporting protocol, the investigation process and appeals mechanism, please review the Guidelines at <https://pg.postmd.utoronto.ca/wp-content/uploads/2019/05/PGME-Guidelines-to-Address-Intim-Harassment-Unprofessional-Behaviour-PGMEAC-HUEC-March-20163-1.pdf>

QUESTIONS?

For all accreditation related matters and questions, please email : pgmecoordinator@utoronto.ca

Resources

[Postgrad Accreditation Website](#)
[Accreditation Standards](#)
[CanERA Updates & Activities](#)

