

POSTGRAD ACCREDITATION 2020



Postgrad Accreditation 2020 Newsletter – Issue 7 (October 2020)

Message from the PGME Associate Dean

*PGME Accreditation 2020 is turning into a logistic challenge like no other, and the accreditation team is 'par excellence' in rising to the challenge! When the RC residency and AFC (diploma) programs, CFPC FM site and Enhanced Skills programs and the overall institutional (PGME Office) are included, we have lined up **over 100 separate reviews** during the 2 week accreditation period. We have designed tailored preparatory documents for each of the committees and groups that will be meeting with surveyors, including meeting with each and every Residency Program Committee that can fit us into one of their fall meetings! I am confident that we will be able to 'show off' our programs just as well or better than we could with an 'in-person' accreditation.*

We have had to make some tactical decisions to accommodate the virtual model, mitigating the impact of 'Zoom fatigue' and differing time zones. We have added some introductory meetings with senior university and departmental leadership to the initial Sunday. We pushed the final exit meeting for the entire PGME community to the Friday of the second week (December 4), during which time the provisional recommendations for all programs and the institution will be delivered to us. We had to consolidate our site (Hospital) visits to fit within a constrained schedule and we were unable to include a formal site visit to every one of our 27 affiliated sites. To fit within the maximum feasible number of site visits agreed to with the Colleges (12) we had to:

- group sites under single administrative oversight together,*
- select examples of some types of sites based on the sites' PGME 'footprint',*
- select sites that will not already be visited as part of the Family Medicine review*

We recognize that all sites have much to show off and are proud of their impact on education; we regret that not all sites will be visited by the institutional team. All sites have been duly described in our documentation and all site leads will be part of the standing meetings with the Hospital University Education Committee (HUEC).

At the program level we are finalizing plans to provide surveyors with access to sensitive program documents, a step that will be included in advance of the actual program review day due to the aforementioned scheduling discussions. We have mandated that residents provide expressed consent for sharing their individual information, and that identifying information be redacted. We recognize that this is an

extra administrative burden but feel that an abundance of caution is required with this sensitive information, especially given that while we have confidence in our platform, it is being shared in a new electronic manner.

I look forward to the final press towards accreditation week(s) and remain available for questions and collective problem-solving as the time approaches!

Glen Bandiera, MD, FRCPC, MEd

Associate Dean, Postgraduate Medical Education

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

News and Updates

The University of Toronto is scheduled to have our accreditation survey during the weeks of **November 22-27, and November 30- December 4, 2020.**

Workshops and information sessions to help you prepare for the Accreditation Visit will continue until the end of this month. Feel free to contact us with any questions at pgmecoordinator@utoronto.ca.

We've now received the finalized Institutional Accreditation Visit Schedule and invitations have been distributed to attendees. See below to review the complete schedule.

Thank you for all of your continued hard work and cooperation!

Hidden Curriculum Session

The accreditation standards booklet defines the hidden curriculum 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”. This encompasses all of the learning and teaching that occurs in training that is outside the formal curriculum. It can manifest in different ways (positive and negative) in each program and each learning site and it changes over time. Please find attached a brief handout on the hidden curriculum.

On **Thursday, October 22nd, 2020**, PGME will be hosting an information session that will describe the "Hidden Curriculum" concept in medical education, explore the effects of the hidden curriculum and reflect on the day-to-day aspects of the hidden curriculum in residency programs. This session will be led by Drs. Linda Probyn and Heather Flett, Post MD Education. See details below.

Hidden Curriculum Session

Thursday, October 22, 2020 at 5:00 pm to 6:30pm

Please register [here](#)

Preparing Documents for Review During the Accreditation Visit

The PGME Team has created a secure SharePoint site for each program to use in order to share relevant program files with the accreditation survey team. Please upload your program files by **Wednesday, October 28, 2020.**

Each program has been sent instructions for how to upload their **Committee Documents** (i.e. de-identified minutes & agendas for the RPC, CC and other committees) and **Resident Files** (i.e. de-identified files for 2 residents per year).

Reminders:

- Consent must be obtained from selected residents.
- All resident names must be redacted from any uploaded resident files and/or competence committee minutes.
- The purpose of the resident files is to demonstrate the program's process for performance assessment and progression decision making. Therefore, resident files may include ITERS/ITARS, EPA summaries, OSCEs and/or exam results. Think about the documents that you would usually share during a regular external or internal review.
- If your program has any concerns about staff being able to access paper files due to Covid restrictions on entering the office place, please email us to let us know.
- If you have a trainee in the program who has been on remediation and is willing to consent to share their file, the de-identified file for should be included in the document review.

Feel free to contact the Accreditation Team with questions at pgmecoordinator@utoronto.ca

Preparing for the Accreditation Visit- Internal Workshops

PGME has scheduled virtual workshops on "Meeting the Surveyor Team". These workshops will discuss strategies to prepare for our upcoming accreditation visit including how to demonstrate that your program is meeting the accreditation standards. Please see the workshop description below and visit our webpage for dates and registration details.

Workshop: Meeting with the Survey Team

Audience: Program and Site Administrators

This workshop is designed to prepare Program and Site Administrators for the upcoming virtual RCPSC and CFPC Accreditation Visit on November 22nd to December 4th, 2020. This will include how to prepare for the 15-minute meeting with the Survey Team and will review what questions are likely to be asked. The same workshop will be held on four separate dates to help accommodate schedules.

Please visit our website at <https://pg.postmd.utoronto.ca/faculty-staff/accreditation/> to register.

If you have any questions about these sessions, please reach out to pgme.events@utoronto.ca

Institutional Review Schedule

The institutional review team is made up of six reviewers, who will split into three teams, over three days, in order to cover all of the institutional review meetings. The following tables include the details for the Institutional Review Schedule.

Time (ET)	Meeting
Date: Sunday, November 22, 2020	
12:15 – 1:15 pm	Presentation by Decanal Team Full survey team (Royal College and CFPC present)
1:15 – 1:45 pm	Break
1:45 – 2:15 pm	Dr. Cheryl Regehr, Provost
2:15 – 2:45 pm	Dr. Trevor Young, Dean, Temerty Faculty of Medicine
2:45 pm – 3:15 pm	Dr. Patricia Houston, Vice Dean, Education & Dr. Salvatore Spadafora, Vice Dean, Strategy and Operations
3:15 – 3:30 pm	Break
3:30 – 4:30 pm	Dr. Glen Bandiera, Associate Dean, PGME

Time (ET)	Meeting
Date: Monday, November 23, 2020	
9:15 – 9:30 am	Tech Test PGME will open the Zoom link for the survey team and handover host abilities
9:30 – 10:30 am	Internal Review Committee
10:30 – 11:00 am	Data Integration & Continuous Improvement Working Group
11:00 – 11:15 am	Break
11:15 – 12:15 pm	Clinical Chairs and Vice Chairs of Education
12:15 – 12:45 pm	Lunch Break & Surveyor Debrief
12:45 – 1:15 pm	Partnerships, Relations with Health Care Institutions
1:15 – 2:15 pm	Hospital University Education Committee
2:15 – 2:30 pm	Break
2:30 – 3:00 pm	Best Practices in Evaluation and Assessment
3:00 – 3:45 pm	Board of Examiners -PG

Time (ET)	Meeting
Date: Monday, November 23, 2020	
9:15 – 9:30 am	Tech Test PGME will open the Zoom link for the survey team and handover host abilities
9:30 – 10:00 am	Trillium Health Partners Leadership Meeting
10:00 – 11:00 am	Trillium Health Partners Resident Meeting
11:00 – 11:15 am	Break
11:15 – 11:45 am	UHN - Toronto Western Hospital & Toronto General Hospital Leadership Meeting (Including Princess Margaret Hospital & Toronto Rehab)
11:45 – 12:15 pm	Lunch Break & Surveyor Debrief
12:15 – 1:15 pm	UHN – Toronto Western Hospital Resident Meeting (Including Princess Margaret Hospital)
1:15 – 2:15 pm	Toronto General Hospital Resident Meeting (Including Toronto Rehab)
2:15 – 2:30 pm	Break
2:30 – 3:00 pm	Fellowship Education Advisory Committee

Time (ET)	Meeting
Date: Monday, November 23, 2020	
9:15 – 9:30 am	Tech Test PGME will open the Zoom link for the survey team and handover host abilities
9:30 – 10:00 am	Unity Health Leadership Meeting (including St. Michael's Hospital, St. Joseph's Health Centre, Providence Healthcare)
10:00 – 11:00 am	Unity Health Resident Meeting (including St. Michael's Hospital, St. Joseph's Health Centre, Providence Healthcare)
11:00 – 11:15 am	Break
11:15 – 11:45 am	North York General Hospital Leadership Meeting
11:45 – 12:45 pm	North York General Hospital Resident Meeting
12:45 – 1:15 pm	Lunch Break & Surveyor Debrief
1:15 – 1:45 pm	Sunnybrook Health Sciences Centre (SHSC) Leadership Meeting
1:45 – 2:45 pm	Sunnybrook Health Sciences Centre (SHSC) Resident Meeting

Time (ET)	Meeting
Date: Tuesday, November 24, 2020	
9:15 – 9:30 am	Tech Test PGME will open the Zoom link for the survey team and handover host abilities
9:30 – 10:30 am	Best Practices in Admissions & Selection and Quotas Allocations
10:00 – 10:30 am	Program Administrator Advisory Committee
10:30 – 10:45 am	Break
10:45 – 11:45 am	Program Directors
11:45 – 12:15 pm	Lunch Break & Surveyor Debrief
12:15 – 1:15 pm	Residents
1:15 – 2:00 pm	Learner Wellness and Experience
2:00 – 2:15 pm	Break
2:15 – 3:00 pm	Professional Association of Residents of Ontario (PARO)
3:00 – 3:30 pm	Diversity, Equity & Inclusion

Time (ET)	Meeting
Date: Tuesday, November 24, 2020	
9:15 – 9:30 am	Tech Test PGME will open the Zoom link for the survey team and handover host abilities
9:30 – 10:00 am	Sinai Health System Leadership Meeting
10:00 – 11:00 am	Sinai Health System Resident Meeting
11:00 – 11:15 am	Break
11:15 – 11:45 am	Centre for Addiction and Mental Health Leadership Meeting
11:45 – 12:45 pm	Centre for Addiction and Mental Health Resident Meeting
12:45 – 1:15 pm	Lunch Break & Surveyor Debrief
1:15 – 1:45 pm	Humber River Hospital Leadership Meeting
1:45 – 2:45 pm	Humber River Hospital Resident Meeting
2:45 – 3:00 pm	Break
3:00 – 3:30 pm	Centre for Faculty Development

Time (ET)	Meeting
Date: Tuesday, November 24, 2020	
9:15 – 9:30 am	Tech Test PGME will open the Zoom link for the survey team and handover host abilities
9:30 – 10:00 am	Michael Garron Hospital Leadership Meeting
10:00 – 11:00 am	Michael Garron Hospital Resident Meeting
11:00 – 11:15 am	Break
11:15 – 11:45 am	The Hospital for Sick Children Leadership Meeting
11:45 – 12:45 pm	The Hospital for Sick Children Resident Meeting
12:45 – 1:15 pm	Lunch Break & Surveyor Debrief
1:15 – 1:45 pm	Women's College Hospital Leadership Meeting
1:45 – 2:45 pm	Women's College Hospital Resident Meeting
2:45 – 3:00 pm	Break
3:00 – 3:30 pm	Global Health at PGME

Time (ET)	Meeting
Date: Thursday, November 26, 2020	
9:15 – 9:30 am	Tech Test PGME will open the Zoom link for the survey team and handover host abilities
9:30 – 10:00 am	PGME Operations
10:00 – 11:00 am	PGME Staff
11:00 – 11:15 am	Break
11:15 – 12:15 pm	PGMEAC
12:15 – 1:15 pm	Survey Team Meeting Time
1:15 – 2:15 pm	Additional Meeting w/ PGME Dean

Time (ET)	Meeting
Date: Thursday, November 26, 2020	
9:15 – 9:30 am	Tech Test PGME will open the Zoom link for the survey team and handover host abilities
9:30 – 10:00 am	Research
10:00 – 10:30 am	Simulation Education Advisory Committee
10:30 – 11:00 am	Wilson Centre
11:00 – 11:15 am	Break
11:15 – 12:15 pm	PGMEAC
12:15 – 1:15 pm	Survey Team Meeting Time
1:15 – 2:15 pm	Additional Meeting w/ PGME Dean

Time (ET)	Meeting
Date: Thursday, November 26, 2020	
9:15 – 9:30 am	Tech Test PGME will open the Zoom link for the survey team and handover host abilities
9:30 – 11:00 am	Site Visit Follow-Up (as required)
11:00 – 11:15 am	Break
11:15 – 12:15 pm	PGMEAC
12:15 – 1:15 pm	Survey Team Meeting Time
1:15 – 2:15 pm	Additional Meeting w/ PGME Dean

QUESTIONS?

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

Resources

[Accreditation Website](#)

[Accreditation Standards](#)

Please continue to visit the COVID-19 section of the PostMD webpage for the latest news and updates <https://pg.postmd.utoronto.ca/the-latest-on-covid-19/>.