



Postgrad Accreditation 2020 Newsletter – Issue 8 (November 2020)

Message from the PGME Associate Dean

It seems it was only yesterday that I was thinking, ‘Wow, it’s less than a year to accreditation!’. Then it was, ‘We’re now in the same calendar year’, then it was, well, all hands-on deck with our COVID response. When I was able to come up for air, it was good to see that key decisions were being made by the involved Colleges in close consultation with us and that our internal planning was moving forward. The team has been adeptly tackling issues that we weren’t expecting and setting aside some we no longer had to worry about (Zoom calls replaced room bookings, SharePoint replaced assembling binders of documents, managing participants from multiple time zones across two weeks replaced cramming 100 separate reviews into one week, etc., etc.). Throughout, I have been so impressed with the engagement of all involved. The Royal College and College of Family Physicians of Canada staff and accreditation leadership have demonstrated great creativity in adapting to a new model while preserving the fidelity of the process and respecting concerns from programs, learners and university leads around confidentiality and administrative burden.

Laura Leigh and the accreditation team, with Linda Probyn leading the process have done an amazing job getting us all ready. Dean Trevor Young, Vice Dean Patricia Houston, Vice Dean Sal Spadafora, our Clinical Chairs and Vice Chairs and our hospital Vice Presidents and Education leads have been amazing sources of support, advice and guidance to us in PGME and to programs. And saving the best for last, the Program Directors, Program Administrators, and Residents have responded with characteristic dedication to excellence in education. We have all personally felt the challenges that the last year has thrown at us; the prospect of seeing accreditation happen at this time is simultaneously exciting and overwhelming but, in this time of uncertainty, it is also one solid indicator that some things in the world continue forward in some way. Thank you all for supporting PGME and me personally as Postgraduate Dean; it is profoundly rewarding to have the opportunity to serve in this leadership role and to be part of the ongoing evolution of PGME.

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

Our Accreditation Visit begins on Sunday. Thank you for all of your hard work & dedication!

Online Resources

If you are looking to review one final time before the accreditation visit, please check our website for important resources. Previous accreditation newsletters, important documents for accreditation and recordings and slides from pre-accreditation workshops can all be found on our PGME Accreditation Webpage including:

- [Zoom Meeting Instructions](#)
- [Preparing for the Accreditation Visit](#) Workshop Recording
- [Master Accreditation Schedules](#)
- [The Hidden Curriculum in Medical Education](#) Workshop Recording
- [The Hidden Curriculum in Medical Education Information Sheet](#)

Feel free to contact us with any questions at pgmecoordinator@utoronto.ca

Important Zoom Meeting Reminders

Technical Test before each zoom meeting

A 15-minute Technical Test period has been scheduled at the beginning of each program review to allow enough time to test the zoom link, ensure proper internet connection and audio, and assign the surveyors as co-hosts. **It is important to be on time and start the Zoom meeting as listed on your program's schedule.**

During the technical test, before leaving the surveyors on the line, please ensure the chat feature is disabled, and the waiting room feature is enabled.

Program Administrator Joining Call for Meetings

Be aware that as the meeting creator, you will by-pass the waiting room the next time you re-enter the Zoom call. To avoid disrupting ongoing meetings, please do not try to join the call early for your meetings and if applicable communicate with the Royal College/CFPC staff person by text to know when it is time to re-enter the Zoom call.

Schedule Updates

If there are any further updates to the program schedule leading up to the review, we ask that the PA's inform the Royal College or CFPC staff person and the surveyors of all regrets & added attendees during the technical test period.

Zoom Account Name

To help the surveyors keep track of who to admit to each meeting and who is speaking during the meeting, please remind all attendees that their display names in Zoom should match what was submitted on the program schedule.

Zoom Meetings with Residents

Several of the programs have asked about how residents should join their scheduled meetings. It is preferable to have each resident join from their own laptop so that the survey team can clearly see

each person in the meeting on their screen. If under special circumstances, the trainees will be attending meetings in a shared room with a small group of other residents then each person will need to mute their mic when they are not speaking and likely need to be wearing headphones to prevent/minimize audio feedback.

If 1 laptop per resident is not possible, **please keep the number of residents joining from a single computer to a minimum**. This will help the surveyors effectively moderate the meeting and collect input from trainees as required. Consider having large wearable name tags or tabletop sandwich signs when small groups are together.

If it helps with logistics, you may consider having some people call into the meeting so that they can join from a separate room.

Documents for Review During the Accreditation Visit

All relevant program files have been uploaded to the secure SharePoint site created by the PGME Accreditation Team. Documents are currently available as read only access for Program Directors, Program Administrators and your program's reviewers. **These files will be deleted from the site on December 4th following the accreditation review.**

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

What happens after the accreditation review?

Final Exit Meeting – December 4th

The PGME 2020 Accreditation Exit Meeting will be held on December 4th at 4:00 pm to conclude the accreditation visit. At the exit meeting, the survey team chairs will present the accreditation recommendations for all of the programs and the PGME Institution. Exit Meeting details have been distributed by email. If you have any questions about the Exit Meeting please contact us at pgmecoordinator@utoronto.ca.

Preliminary Reports

Preliminary reports from the reviews will be available and distributed to programs in mid-December. These reports will include tables that list each of the accreditation standard requirements and will indicate the review team's findings as to if your program has met, partially met or not met each requirement. Standards that are partially or not met will be marked as *Areas For Improvement* (AFIs).

In the new model of accreditation, programs and institutions will **no longer be provided with an explicit list of strengths and weaknesses**. The AFIs are automatically generated in the system when a related requirement is not fully met. Strengths and innovations are based on surveyor opinion and are captured in the narrative section that is included in the full final report; **these will not be included in the initial preliminary report that is provided in December**. Recommendations about program status and follow-up are made by the entire survey team during the visit. The preliminary reports will thus indicate the survey team's recommended accreditation status and follow-up. Please note this is just a recommendation at this point. The official accreditation status will be received in the

spring following confirmation by the Accreditation Committees of the corresponding Colleges. In rare circumstances, the survey team may feel that a program deserves recognition for implementing a *Leading Practice and Innovation* (LPI). These will also be provided in the final full report; we do not want programs and individuals to be surprised when the customary list of strengths is not presented up front like in the old model.

Accreditation Reports

The final reports, including narrative, will be available and distributed to programs in mid-February. At that time, you will have a short window to review the report and to respond with any corrections to errors of factual information. PGME will support programs through this process. More information, including timelines, will be available in February.

Outcomes

The Accreditation Committees will review the University of Toronto on-site survey documents early in the Spring and all the programs and the institution will receive a formal letter indicating their accreditation outcome in the Spring.

Based on the findings of the review the possible outcomes for each program, and the PGME institution are as follows;

- Accredited program follow-up by regular accreditation,
- Accredited program follow-up by action plan outcomes report (APOR) in 2 years,
- Accredited program follow-up by external review in 2 years, or
- Accredited program on notice of intent to withdraw accreditation follow up by external review

Given the emphasis on continuous improvement throughout the accreditation cycle, we anticipate that some (perhaps many) programs will be required to provide evidence of progress in addressing their areas for improvement either through an outcomes report or external review in 2 years.

QUESTIONS?

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

Resources

[Accreditation Website](#)

[Accreditation Standards](#)

[CanERA Updates & Activities](#)

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