

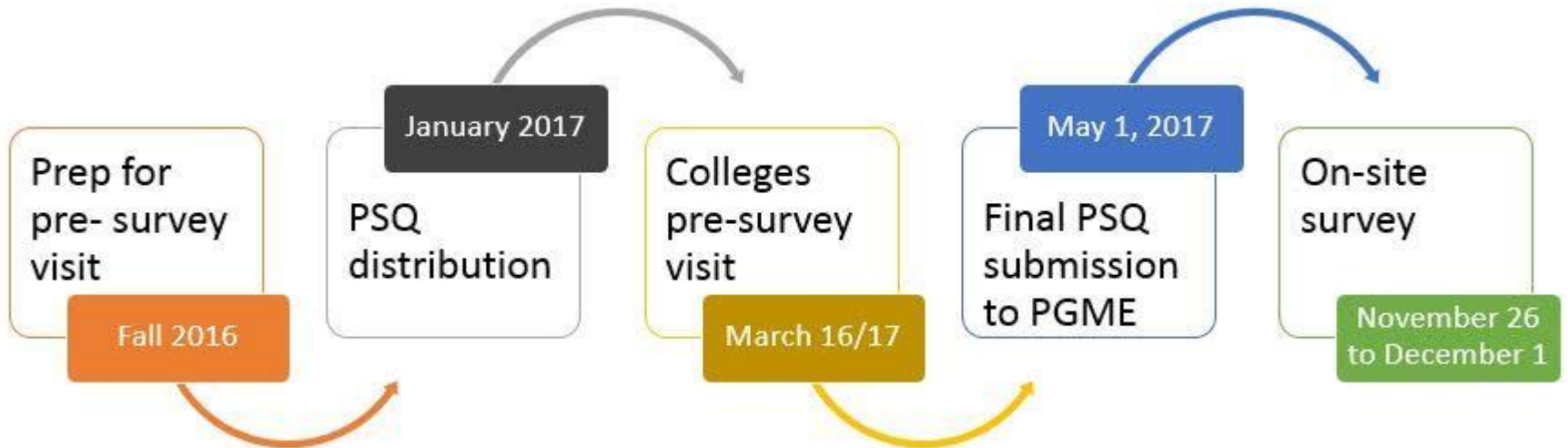
# ACCREDITATION SURVEY 2017

## PREPPING FOR SURVEY DAY



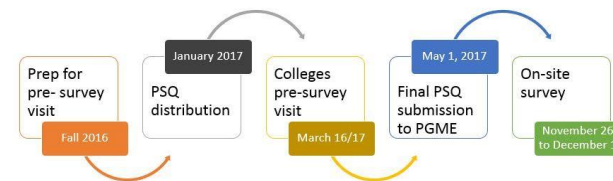
# 2017 Survey Timeline at U of A

2



# Preparing for Survey Day

## General

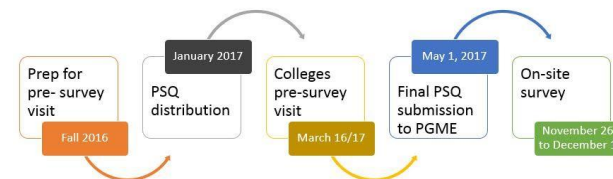


- **Advanced notification** to all attendees to block off calendar
- Ensure that MEPA/C understand the review process
- PD needs to block off time months or weeks ahead of survey to work on review
- Enlist help from others towards prepping for review
- Highlight relevant sections of the PSQ to different groups and distribute highlighted PSQ to them\*
  - Everyone should be on the same page

\*Winnie's OCD tip

# Prepping for Survey Day

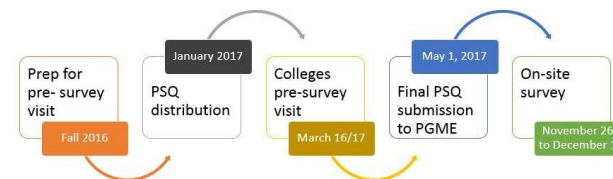
## Document Review



- Resident Manual (if applicable)
  - ▣ Ensure that it is updated
  - ▣ Key policies are included
- Overall program goals
  - ▣ Ensure that there is one!
- Rotation specific goals and objectives
  - ▣ In CanMEDS format
  - ▣ Needs to be specific to the rotation (esp. non-medical expert roles)
  - ▣ Needs to reflect different levels of training

# Prepping for Survey Day

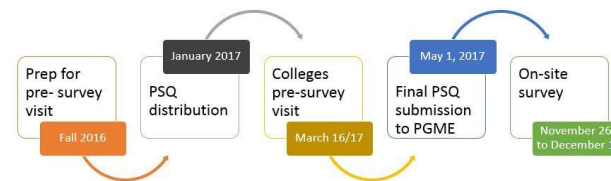
## Document Review



- Resident Assessments
  - ▣ Check for completion rate and timeliness of completion
  - ▣ Check for red-flag ratings
- RPC Agenda and Minutes
  - ▣ Check that at least quarterly meetings
  - ▣ Agenda reflects RPC function
  - ▣ Minutes reflects resident input, and follow-through of issues
- Academic Curriculum
  - ▣ Mapping (Medical Expert and other CanMEDs)
  - ▣ Attendance
  - ▣ Evaluation

# Prepping for Survey Day

## Survey Day Schedule



- Actual date of survey determined by certifying colleges
- Standard meetings order template which **MUST** be adhered to!

### Survey Day Schedule Template

Document Review

Program Director

Division Director or Department Chair

Break

Residents (Group for large programs)

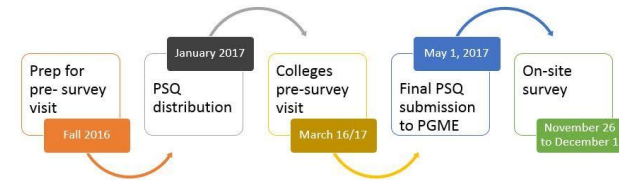
Non RPC Staff

RPC

Break

Exit Interview with Program Director

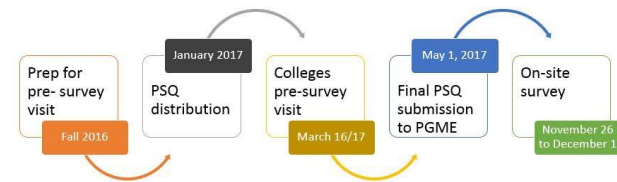
# Surveyor Questions for the Chair/Division Director



- Overview of the program
  - ▣ Strengths
  - ▣ Weaknesses/challenges of the program
- Involvement with the PD
  - ▣ Support for PD – is it sufficient, appropriate
- Resources for the program and division
- Teacher Evaluation
  - ▣ How are teachers rewarded
  - ▣ How is feedback provided to teachers
  - ▣ How is poor performance handled

# Prepping for Survey Day

## The residents

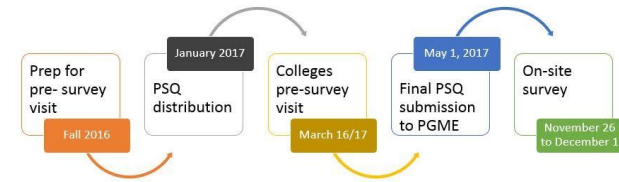


- Ensure that the residents understand the rationale and process of the review
  - ▣ Quality assurance for program, according to B standards
  - ▣ The review is not intended for personal grievances
- Identify any issues
  - ▣ You should NOT be hearing about new resident issues on the day of the review
- Obtain consent from residents to grant surveyor access to resident files and assessments



# Prepping for Survey Day

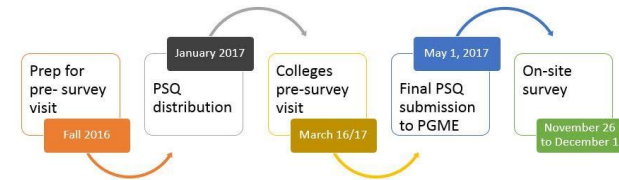
## Surveyor's questions for the residents



- Relationship with PD
- Involvement on the RPC
  - Do they know who the elected rep(s) is?
  - Do they know the residents role on RPC?
  - Do they get communication from the RPC?
- Goals and Objectives
  - Do they receive them?
  - Are they used in rotation and assessment?
- Educational experiences
  - Clinical experiences
  - Skills
  - Academic Curriculum, intrinsic roles
- Increasing professional responsibility
- Supervision
- Harassment and intimidation

# Prepping for Survey Day

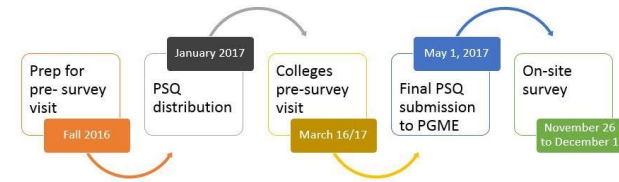
## The non-RPC staff



- Helpful to visit all major training sites
  - Explain the process and rationale for the review
  - Find out any issues/grievances
  - Get engagement for the program and the review process
- Surveyor Questions:
  - Strengths & challenges of program
  - Do they receive, understand and use the rotation objectives?
  - Communication with:
    - RPC – are they informed?
    - Is the Program director accessible?
  - Evaluations
    - Resident
    - Faculty
  - Do they feel teaching is valued?
  - Do they have a voice, feel part of program?
  - What is their involvement with the academic program?
  - Do they have opportunities for faculty development?

# Prepping for Survey Day

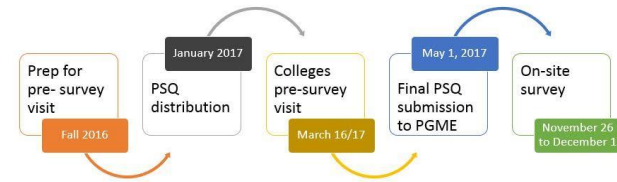
## The RPC



- Explain the process and rationale for the review
  - ▣ PD present only for the first half of the meeting
- Surveyor's Intent:
  - ▣ Assess the dynamic and functionality of the RPC
    - Do residents and RPC members have a voice?
    - Is communication open and honest?
  - ▣ Assess the functionality of the RPC
    - Subcommittees
    - Does RPC have the ability to make changes
  - ▣ Looking for verification/clarification from meetings with previous groups

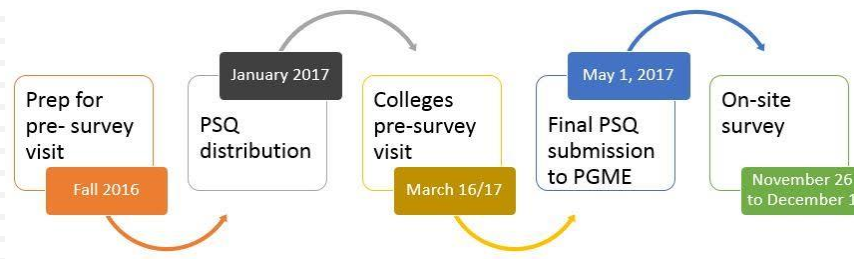
# Prepping for Survey Day

## The RPC

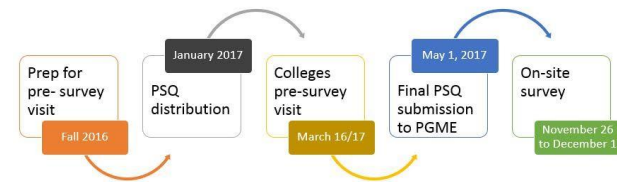


- Surveyor wants to know
  - ▣ Strengths and weaknesses of the program
  - ▣ Who takes responsibility for the program?
  - ▣ Evaluation
    - Programs
    - Teachers
  - ▣ Process for dealing with poor teachers
  - ▣ How are CanMEDS taught?
  - ▣ Resources – are they sufficient?
  - ▣ Does Program Director have sufficient time and support?

# Survey Day!

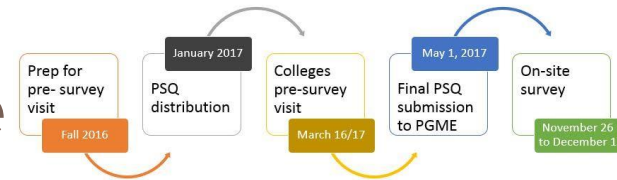


# Day of the Survey



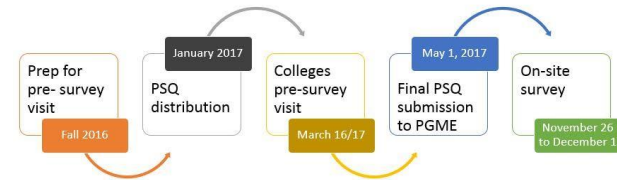
- Take a breath!
- May sure that venue is appropriate and comfortable
- Computer available for electronic access to documents
- Sample assessments (online) – random or specifically requested by surveyor
  - ▣ Average resident
  - ▣ Resident in difficulty
- Contact info for MEPA or PD
  - ▣ In case of questions or missing documents

# Documents to be available



1. Program Review Day Schedule (print)
2. Resident Training Manual (print or online)
3. Resident Rotation Schedules (include PGY1 if applicable)
4. Blank Assessment Forms, (rotation specific) (print or electronic)\*
5. Representative Resident files
  - ▣ Surveyor will randomly select file(s) for review
6. RPC Minutes—(two years) (print)
7. Policies
8. Academic Half Day/Journal Club Schedule (Appendices H, I)
9. List of Research Projects or projects unique to your program
10. Consent form from residents for file review

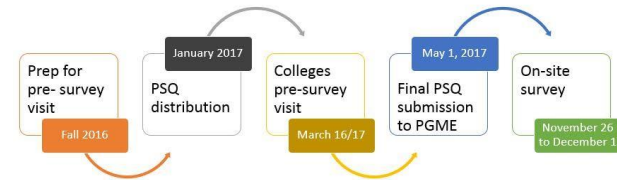
# First Meeting with Program Director



- You may be asked to describe your program:
  - ▣ Strengths of program
  - ▣ Challenges facing the program
  - ▣ How the program has responded to previous weaknesses
  - ▣ Is the support (admin/time) sufficient
- You may be asked to review weaknesses from last survey
- You may need to address each Standard
  - ▣ CanMEDS/evidence for teaching and evaluation, especially non medical expert
  - ▣ How does program review itself?
- How does program deal with
  - ▣ Teachers with poor evaluation
  - ▣ Learner in difficulty



# Last meeting with Program Director



- A chance for surveyors to clarify issues/points raised during previous meetings
- A chance for surveyors to request missing documentation
- Preliminary list of Strengths and Weaknesses
- Meet again with Surveyor the following am to review Preliminary Accreditation Status

# Questions?

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