

**University
Onsite Survey**

Residency program:	<i>Discipline name</i>
Surveyor:	<i>Name of surveyor if available</i>
Date:	<i>Date of review</i>

Contact Information

Program director		Program administrator	
<i>Name</i>		<i>Name</i>	
<i>Phone (cell and/or business)</i>		<i>Phone (cell and/or business)</i>	

TIME	MEETING Name(s) and Title(s) of participants	LOCATION Location/Room	
7:30 a.m.	Program Exit / Previous Program <i>- Applicable when surveyor meets with program director from previous review</i>		
7:45 a.m.	Pick-up at hotel <i>- Include person's name and contact information</i>		
45 min	1st Document Review <i>- MUST be scheduled first</i> <i>- Includes: Minutes of Residency Program Committee, resident assessment files</i>		
75 min	2nd Program Director <i>- MUST be scheduled following the document review.</i>		
15 min	SEQUENCE INTERCHANGEABLE		
30 min			Break (a.m.) <i>- Include 15 minute between 10:00-10:30 a.m., when applicable</i>
60 min			Department / Division Chair
60 min			Resident(s) - groups of 20 residents <i>- For larger programs, can be arranged by PG year or by grouping junior & senior residents.</i> <i>- Off-site residents unable to be present during the meeting could participate by teleconference or videoconference.</i> <i>- Include the PGY year for each resident.</i> <i>- Graduates of the program should not be included.</i>
60 min	Faculty / Teaching Staff <i>- Only required when faculty/teaching staff have special input in the residency program and are not involved in the Residency Program Committee. This is primarily the case in larger programs.</i> <i>- Often in smaller programs, faculty/teaching staff meet with the surveyor during the Residency Program Committee meeting. If this is the case, a separate faculty/teaching staff meeting would not be required, unless the program wishes to include one in the schedule.</i>		
30 min	INCLUDE WHEN APPLICABLE		
15 min			Lunch – provided by program, is required when schedule ends after 1:00 p.m. <i>- Lunch break scheduled as private time for the surveyor alone.</i> <i>- Ensure meal is available at least 15 minute prior to specified lunch break.</i> <i>- Surveyor may use lunch break to review additional documents.</i> <i>- Do not combine as working lunch with a person or group.</i> <i>- Any food allergies/restrictions will be identified by PGME office.</i>
15 min			Break <i>- Include 15 minutes between 2:00 and 2:30 p.m., when applicable</i>
15 min	INCLUDE WHEN APPLICABLE		
60 min			Tour <i>- Routine tour of wards, clinics operating rooms, laboratories, etc. are not required.</i> <i>- Only include a tour when there is something special to showcase (e.g. new simulation lab)</i> <i>- Must be after the program director meeting and prior to the Residency Program Committee, and does not extend schedule beyond 4:00 p.m.</i>
60 min	LAST		
60 min			Residency Program Committee <i>- MUST be scheduled as the last meeting of the review.</i> <i>- Program director will be invited to attend the first half of this meeting.</i> <i>- Resident representative(s) on the Residency Program Committee attend this meeting.</i> <i>- When Faculty are members of the Residency Program Committee, it is not necessary for them to attend the meetings with faculty/teaching staff.</i> <i>- No meetings/tours scheduled after this meeting.</i>
4:00 p.m.	Transportation to hotel <i>- Include person's name and contact information</i> <i>- Schedule should end no later than 4:00 p.m.</i>		
7:30 a.m. 15 min	Exit Meeting with Program Director <i>- The next morning following the conclusion of the review.</i>		