2017 Survey Timeline at U of A

- Prep for pre-survey visit: Fall 2016
- PSQ distribution: January 2017
- Colleges pre-survey visit: March 16/17
- Final PSQ submission to PGME: May 1, 2017
- On-site survey: November 26 to December 1
Objectives

You will be:

- Know the documentation needed for preparation of the PSQ
- Complete the PSQ in a clear and concise manner
Accreditation

Is a **process** for evaluating residency programs including the educational environment to determine if the program is **meeting the Standards**

- **A Standards = Institution (University)**
- **B Standards = Program**
  - General (**“musts” vs. “shoulds”**)
    - Blue Book
    - Descriptors
  - Specialty Specific (**“musts” vs. “shoulds”**)
    - SSA
    - OTR
    - STR
Accreditation

College does **NOT** accredit:

- Excellence of departments
- Excellence and reputation of research
- Quality and expertise of clinical faculty
- Moral worth of program directors
Purpose of the PSQ

- Written summary of the training program
  - Used by surveyor(s)
  - Reviewed by Specialty Committee
- Is an essential component in the accreditation survey process
- Questions are linked to the “B” standards
- Standard template
  - Generic template for General Information, and Sections B1, 2, 3, 5, 6
  - Specialty-specific template for B4
What's in the PSQs?

Appendices

# PART I

PRE-SURVEY QUESTIONNAIRE

**NAME OF PROGRAM:**

- Complete each question providing only the information required. Answers should be brief.
- Submit pre-survey questionnaire (Part I and Part II) to the Postgraduate Medical Education Office for transmission to the Royal College.
- The following attachments **must** be included with the pre-survey questionnaire. Electronic or weblink access is acceptable.

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Electronic</th>
<th>Weblink Access – Provide URL Address</th>
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<tbody>
<tr>
<td>Appendix ‘A’ Agendas - Residency Program Committee Meetings (for past 2 years)</td>
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<td>Appendix ‘B’ Program policy on resident safety</td>
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<td>Appendix ‘C’ Research grants of faculty (for past 12 months)</td>
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<td>Appendix ‘D’ Publication record of faculty (for past 12 months)</td>
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<td>Appendix ‘E’ Rotation-specific goals and objectives of the program</td>
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<td>Appendix ‘F’ Overall goals of the residency program</td>
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<td>Appendix ‘G’ Interuniversity affiliation agreement(s), if required</td>
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<td>Appendix ‘H’ Formal academic curriculum (for past 2 years or longer)</td>
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<td>Appendix ‘I’ Other educational activities (for past 2 years or longer)</td>
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<td>Appendix ‘J’ Resident publications (for past 6 years)</td>
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List additional attachments below.

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Appendices

- Appendix A: RPC Agendas (2 years)
- Appendix B: Program policy on resident safety
- Appendix C: Faculty research grants (12 months)
- Appendix D: Faculty publications (12 months)
- Appendix E: Rotation-specific Goals & Objectives
- Appendix F: Overall goals of the program
- Appendix G: Inter-university affiliation agreements
- Appendix H: Formal Academic Curriculum (≥ 2 years)
- Appendix I: Other Educational Activities (≥ 2 years)
- Appendix J: Resident publications (6 years)
## What’s in the PSQ?
### Curriculum Mapping

<table>
<thead>
<tr>
<th>CanMEDS Competency</th>
<th>Teaching in the Clinical Setting</th>
<th>Teaching in the Non-clinical Setting</th>
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<tbody>
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<td>Communicator</td>
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<td>written and electronic communication and information</td>
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# What’s in the PSQ?

## Assessment Mapping

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<td>Relationships with health professionals</td>
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Prep for completion of PSQs

Document Gathering

- Electronic copy of the last completed PSQs (Internal Review or College Survey)
- Last transmittal letter (2011 College Survey or Mandated Internal or External Review)
  - Approval Status
  - Summary of Strengths and Weaknesses
- Last Survey Report
  - Summary of last review
  - Details of Strengths and Weaknesses
  - Responses to Specialty Committee concerns
Prep for completion of PSQs

Document Gathering

- Material requested as appendices
- Resident training manual (e-copy helpful)
- Resident rotation schedule
  - Your own and rotating residents from other programs
- Existing assessment schedule and tools in your program
- Your division/department annual report
  - List of faculty members
  - Clinical case load census
  - Needed for PSQ Part 2
Prep Work for PSQs

- Specialty specific documents
  - SSA (Specific Standards of Accreditation)
  - OTR (Objectives of Training)
  - STR (Specialty Training Requirements)
  - 2015 OTR Special Addendum
- “B” Standards
- The Descriptors document
  - Provides detailed interpretation of the “B” standards
- Common PGME policies/wording
  - Safety, appeals, well-being
PSQ tips – Do’s and Don’ts

**DON’T** wait till the last minute!
- Holes or lack of clarity in PSQs will focus the Specialty Committee and Surveyor to those areas

**DO** Use the last PSQs as a start template
- Update, add, subtract, revise
- Make sure that revision reflects changes in your program and specialty specific documents (SSA, STR, OTR)

**DO** respond as best you can to previous weaknesses
- Unresolved weaknesses is a RED FLAG to surveyor
- **DON’T** be defensive in your wording

**DO** read through the ENTIRE survey report
- Minor weaknesses may not be cited in the report summary, but may be a focus for the surveyor to further explore during the survey

**DON’T** use the PSQ as a leverage/bargaining tool with your Chair or division
PSQ tips

- Answer questions with concise but complete responses (i.e. Not too long and not too short)
- Answer to weaknesses identified either at 2011 Survey or mandated internal/external review (NOT the non-mandated internal review)
- “Answer the question”
  - Don’t fill section with “fluff” response without actually answering the question
  - Don’t confuse the Sections (eg. Don’t list how various CanMEDs roles are being assessed in the Content section)
- Avoid words that may be a RED FLAG to the reviewers:
  - “APPRENTICE”, “ROLE-MODELLING”
  - “INFORMAL”, “AD-HOC”
- Be HONEST
  - The surveyors will be trying to validate the PSQ responses on the day of the survey via meetings and document review
PSQ Tips

- Look through your first draft to see the “holes” in your program
  - If you have time, try to address them
  - Be prepared to have a response to these “holes” at the time of the survey
  - Identify any new/upcoming initiatives to address the “holes” (but avoid “upcoming initiatives” fatigue) in the PSQ

- Ensure that your program is complying with all the “must’s” in the “B” standards and Specialty documents
  - If not, work towards a solution
  - Be prepared to have a response at the time of the survey
Questions?
Winnie.wong@ualberta.ca