

INTERNAL REVIEW PROCESS

A) Notice to Programs of Internal Review Dates
B) Constitute Internal Review Team and offer workshops for site survey

A) PSQ sent to programs
B) Request to chief residents to complete resident report

Completed PSQ / Resident Report (confidential)

PGME Office

Two APEC Members to Review (not members of review team)

APEC Comments back to PGME Office

PSQ

Comments

Internal Review Team

Site Visit / Internal Review

Strengths and Weaknesses Outlined (same day of review)

Present to AdHoc Internal Review Committee with 2 co-chairs (same day or next day)

Feedback to Program - Strengths and Weaknesses (same day or next day)

Report Within Two Weeks

APEC

Deliberate and Suggest Comments/Steps for Improvement

PGME Office to Incorporate APEC Comments/Steps

Provide Report to Program Director/Department Head
and/or Royal College (in instance of Mandated Internal Review)

Follow up on report/action items with programs until the issues are addressed, then regular monitoring