

Postgraduate Medical Education Accreditation 2023

Issue 5 - May 2023

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Message from the Associate Dean

The work to be ready for the site survey visit (Nov 26-Dec 01, 2023) continues with rigor and care.

This is a team effort. The Program Administrators, Program Directors, Academic Program Enhancement Committee (APEC) members, PGME Committee, Residents, PGME Accreditation Oversight Committee (AOT) and our partners in SHA (clinical and administrative leaders and managers) are working together to ensure the best possible outcome. The guidance and support from our academic and administrative leaders is not only encouraging but also inspiring!

We are nearing completion of most of the work to address the areas for improvement (AFIs) and will be soon be enhancing our attention to leveraging our strengths. There will be a smooth transition between these two fronts of our work. This transition to strength-based work will leverage important areas where we are already excelling along with opportunities to do more and provide benchmark activities. So, we would be able to demonstrate excellence in residency training at our sites, programs and the institution.

I do realize that at times the ongoing work on multiple fronts and a laser focus on accreditation (and associated commitments we request) seems overwhelming. The huge effort and great amount of organization and administrative work to get organized, arrange meetings, follow-ups and determining effectiveness of actions does not go unnoticed.

In addition to the ongoing planned and monitored work, areas of focus for the next three months include:

- Learning environment (LE): Institutional, program and individual level work.
 - We will be sharing with you the findings on LE gathered over the recent years through multiple channels, specific areas relevant to your program and suggestions for actions that would help enhance the positive and generative aspects of the LE.
 - Strengths-based work at institutional and program level.
- Ensuring all requirements for institutional standards 8 and 9 – both related to continuous quality improvement – are met.

I thank all of you for your resilience and resourcefulness in navigating through this complex and complicated phase in PGME-related work.

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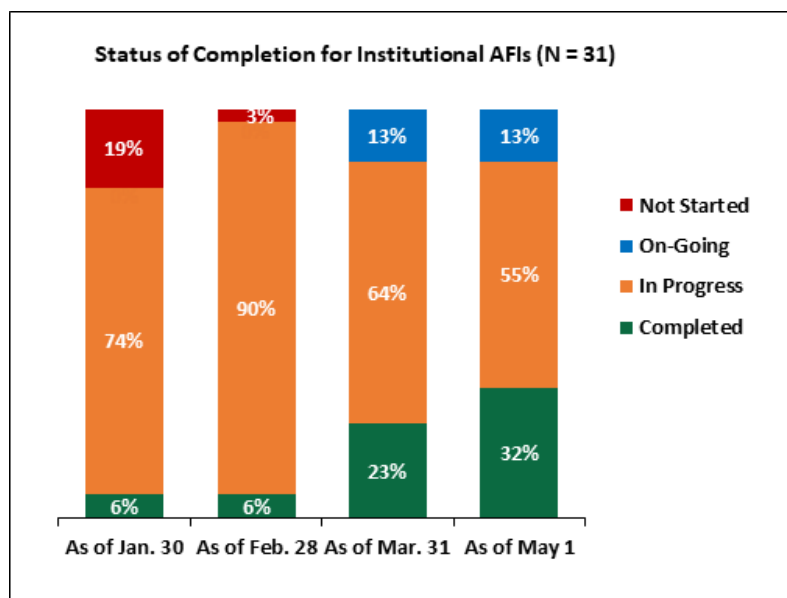
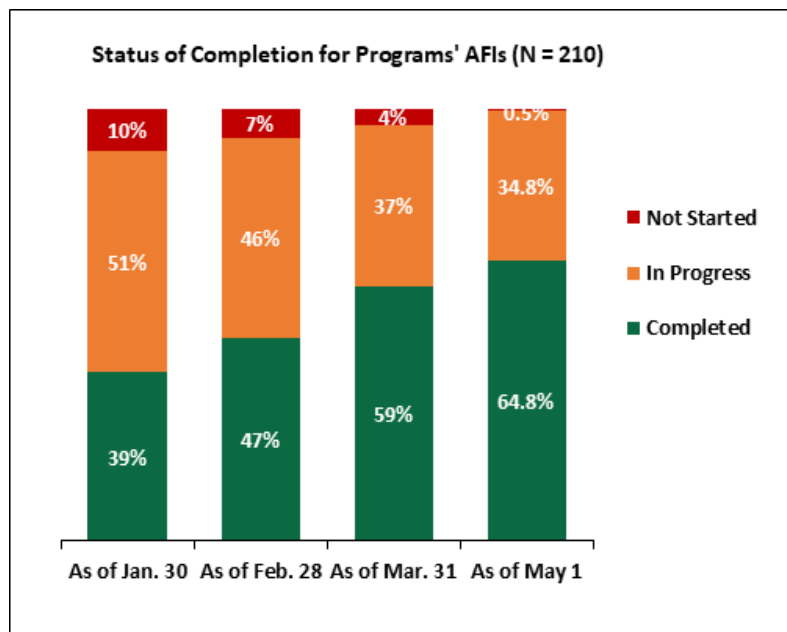


From the PGME Accreditation Oversight Team (AOT)

With a few weeks to go on the AFI work, overall, there are 65% completions and 35% in progress for programs! For the institution AFIs, 32% are complete and 55% are in progress.

As programs work on the last set of AFIs and enter information in CanAMS, the AOT wishes to express continued appreciation to everyone for the immense work that has brought us this far. Programs are advised to continue to review their progress reports for APEC approvals and recommendations.

This is a friendly reminder that all program CanAMS instruments are due in the PGME office by June 15, 2023. Please review the timeline chart on the next page for important dates.



TIMELINE REVIEW

2022

- ✓ Internal Review
- ✓ AFI Review
- ✓ AOT Oversight - development of Implementation Plan
- ✓ PGME meetings with Stakeholders (PDs, DHs, Residents, SHA, etc.)
- ✓ Accreditation Workshop for PDs and PAs - November
- ✓ Program Progress Reporting – Due December 22nd

2023

January - May

- Program and Institutional AFI work
- Monthly Program Progress Reporting – **Due on the 20th of each month**
- Active Risk Management (bi-weekly touch base with programs)
- PGME meetings with Stakeholders (PDs, DHs, Residents, SHA, etc.)
- Accreditation Workshop for PDs and PAs - March
- APEC and PGME committee meetings - recommendations to programs
- AOT Oversight – Monitoring and reporting of progress
- Institutional CanAMS documents– **Due by May 31**
- AFIs addressed and CanAMS updated – **Due by May 31**

June - August

- PGME meetings with Stakeholders (PDs, DHs, Residents, SHA, etc.)
- Survey to inform the final versions of all CanAMS documents – **Due June 1**
- Active Risk Management (bi-weekly touch base with programs)
- Program CanAMS documents - **Due by June 15**
- APEC review of CanAMS documents - **Due by August 15**
- AOT Oversight – Monitoring and reporting of progress
- Program and Institutional Logistics, Plan B

September - December

- All CanAMS documents submitted to RCPSC/CFPC by PGME - **Due by September 15**
- Programs complete their schedules, ensure all participants are aware and have it booked in their calendars, book rooms, order food – **Due September 11 - 15**
- PGME meetings with Stakeholders (PDs, DHs, RPC, Faculty, Residents, SHA, etc.)
- Accreditation Workshop for Residents – September
- Accreditation Workshop for PDs and PAs – October
- AOT Oversight – Monitoring and reporting of progress
- Royal College CanAMS profile and AFI instruments submitted to RCPSC by PGME - **Due by September 11**
- Family Medicine CanAMS profile and AFI instruments submitted to CFPC by PGME – **Due by September 25**
- Draft schedules to be submitted to RCPSC and CFPC by PGME – **Due by September 11**
- **Site Survey – November 26 – December 1**





Questions about Accreditation? Here are some **FAQs**

Q: I know that the due date for my program's CanAMS instrument and AFI Instrument to be completed is June 15. Why is the deadline so early, as the on-site visit isn't until November?

A: After the PGME office receives notification by email to audrey.kincaid@usask.ca that the program's CanAMS instrument profile and AFI instrument are completed, members from the APEC committee will review all information. They will then suggest changes, if any, and once the program has made those changes, they will review the information again. After APEC reviews the information, the Associate Dean, PGME will review all documents prior to PGME submitting them by the deadlines set by the Royal College of Physicians & Surgeons of Canada and the College of Family Physicians of Canada.

Q: Should I include our Internal Review Report in my program's CanAMS instrument?

A: No, all internal review reports will be sent to the Royal College/CFPC in a separate process and should be referred to in your RPC minutes, so please do not include the report in your CanAMS instrument.

Q: Is there a good way to name the documents for the CanAMS instrument? Also, in the CanAMS instrument there is room for comments in the document sections. Should I add comments?

A: Name your documents very clearly – both for the surveyors and for yourself. The CanAMS instrument is a tool to be used for all future reviews, and your documents should be clearly named (including a date) so you know which ones to delete when you update CanAMS. Add a summary of the document in the comments section should you feel more explanation is required. All documents (unless in Excel format) should be in PDF format. Remove all old documents or documents not in the CanAMS instrument from the document section in CanAMS.



RESOURCES

[PGME Website](#)



For information and updates on Accreditation, please visit the new [Accreditation](#) section on the PGME website

Accreditation Standards

- [Program Standards](#)
- [Institution Standards](#)

QUESTIONS?

For all accreditation related matters and questions, please contact:
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