## PGME Site Visit November 26 - December 1, 2023 2022 - 2023 Timeline Green - PGME Oversight & Logistics | Orange - Progress Reporting | Grey - Accrediting Bodies **Blue - Program Standards Key Activities** Jul-22 Aug-22 Sep-22 Oct-22 Nov-22 Dec-22 Jan-23 Feb-23 Mar-23 Apr-23 **May-23** Jun-23 **Jul-23** Aug-23 Sep-23 Oct-23 Nov-23 Dec-23 Program APEC Meetings, APEC review of CanAMS docs, clarifications APEC Meetings, recommendations to programs APEC Meetings from programs by August 15, 2023 Meetings with Program Ongoing meetings with PDs re Internal Reviews and other concerns and CQI approach to PGME and respective programs, including Appreciative Inquiry based workshops for "ideal state" of the program (since internal reviews in fall 2021 - fall 2022) and ensure programs are on track Directors (PDs) Accreditation PD PA Workshop on PD PA Workshop on PD PA Workshop on workshop for accreditation accreditation accreditation Workshops residents (with readiness readiness readiness **Program CanAMS** Programs work on and complete 1st set of Programs work on and complete 2nd set Programs work on and complete 3rd set o If changes required, programs revise Address AFIs, Update documents due in AFI's and enter information in CanAMS, of AFI's and enter information in CanAMS, AFI's and enter information in CanAMS CanAMS document and return to PGME Collect all documents required for document review CanAMS the PGME office submit monthly progress reports to PGME|submit monthly progress reports to PGME|submit monthly progress reports to PGME office June 15, 2023 As soon as date is secured for program review, send save the dates to all stakeholders to ensure they are available on the day of the review. Book room for Program logistics program review; order food for reviewers Institution Meeting with DHs and PDs re current Final meeting with PDs / Dept. Heads and Meetings with Chief Residents (completed by Nov 15, Department Heads (DHs) Meetings with DHs and PDs issues, CanAMS documents and and PDs anticipated challenges 2023) Monthly meetings with SHA, IT and E-Health. First meeting with SHA before December 15th, 2022. Follow-up meetings with the relevant stakeholders re issues with Institutional Standards Meetings with other (Space, IT, food, parking, affiliation agreements, DME governance, Faculty payments). Meetings with residents and RPC and in some cases with faculty re accreditation at all sites of training in stakeholders the province. Institutional **CanAMS document** Send documents to All CanAMS documents submitted to RCPSC/CFPC by PGME by Address AFIs, Update completed and If changes required, PGME office revise Dr. Stobart on September 15, 2023. Collect and collate all documents required Institutional CanAMS instrument in process of being completed ready for review by CanAMS document prior to submitting August 20, 2023 for document review the Dean/ Vice-Dean **PGME Oversight & Logistics** Survey sent out on Take inventory of June 1, 2023. Results Planning, developing tools, meetings with CanAMS documents | Monitoring the status of weaknesses (AFIs) and the current status with respect to CQI approach to PGME Monitoring the status of weaknesses (AFIs) and the current status with respect to CQI approach to PGME, PGME Oversight to inform the final **APEC** to ensure that they bi-weekly touchbase with programs, receive and summarise monthly reports from programs, PDCA cycles PDCA cycles, ensure any new AFIs/issues are addressed versions of all are in good shape CanAMS documents **PGME Newsletter** 15-minute/Email Stakeholder Touch-base with Accreditation Newsletter, PGME e-news, website, COM e-news, Social media, 15-minute/email monthly Touch Base with programs Communications programs to clarify plan Work on all logistics for institutional review, program reviews, Sunday reception, Plan B. As soon as date is secured for program PGME Logistics review, send save the dates to all stakeholders to ensure they are available on the day of the review **Progress Reporting** Bi-weekly progress reports to PG Dean by Admin Oversight Team PGME Dean **PGME Committee PGME Committee PGME Committee** PGME Committee PGME Committee Meeting Meeting Meeting Meeting Review of Institutional nstitutional CanAMS Briefings for senior leadership of the Standards Report document College of Medicine, U of S University (President and Provost) and completed and ready with the Dean, Vice-RHAs (CEOs and SMOs) - through or with Leadership Dean & COO with a for review by the the Dean preliminary plan to Dean/ Vice-Dean address issues **Accrediting Bodies** Preliminary site visit **SITE SURVEY** Meeting with CFPC by RCPSC and CFPC Ongoing discussion with national colleges to finalize schedules CFPC and RCPSC NOVEMBER 26 - DECEMBER 1, 2023 Strategic Plan Internationalization