



 [Program Directors](#)  [Residents](#)  [Program Administrators](#)  [Hospital and Facilities](#)

Welcome to Accreditation 2013 Bulletin

This is an occasional communication to provide focused information as we prepare for the accreditation on-site visit from RCPSC and CFPC.

There is a separate news corner for each of the 4 main stakeholders preparing for accreditation:

 [Program & FM Site Directors](#)

 [Residents](#)

 [Program Administrators](#)

 [Hospital and Facilities](#)

 [General Accreditation and Resources:](#)



Decoding the ABBREVIATIONS:

CFPC = College of Family Physicians of Canada

FAQ = Frequently Asked Questions

HUEC = Hospital University Education Committee

PSQ = Pre-Survey Questionnaire

RCPSC = Royal College of Physicians and Surgeons of Canada



ACCREDITATION TIMELINES AT A GLANCE

December 2012

- Family Medicine (FM) Programs/Sites work on refinement & completion of PSQs
- Hospital & Health Facility PSQ reviews (and return for refinement & completion)
- RC Programs who have mandatory on-site reviews work on refinement & completion of PSQs
- December 14, 2012 ALL PDs meeting – including accreditation preparation information
- Schedule templates for on-site reviews sent to all RC & CFPC Programs/Sites
- Ensure PD calendar is free for Sunday evening reception at the ROM

DECEMBER 2012						
S	M	T	W	T	F	S
					7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2013

- Vice/Associate Dean meetings with Residents
- RCPSC confirms which programs have a waiver from an on-site review
- On-site schedules for on-site reviews for RC & CFPC Programs/Sites confirmed

March 2013

- Presentations & documentation for meetings finalized
- Remind your team about your program/site/hospital review dates

January 2013

- ****January 31, 2013****
 - Hospital/facility PSQs DUE TO RCPSC
 - “A” standards PSQs DUE TO RCPSC
- Vice/Associate Dean meetings with Residents
- FM Programs/Sites submit final PSQs
- Hospitals/Health Facilities submit final PSQs
- Drafted schedules for on-site reviews are due from RC and CFPC Programs/Sites
- Remind your team about your program/site/hospital review dates

JANUARY 2013						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2013

- On site accreditation meeting April 7-12, 2013 INCLUDING Sunday evening is a ‘must attend’ meeting for ALL Program Directors (i.e. regardless of whether programs do or do not have on-site review)

APRIL 2013						
S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 2013

- CFPC Accreditation Committee decisions on CFPC Programs

October 2013

- RCPSC Committee on Accreditation decisions for RCPSC Programs

Program & FM Site Director Preparations

- Throughout the autumn 2012, PSQ documents were flying back and forth between RC & FM Programs/Sites & the PGME Office.
- For FM Programs/Sites, the DFCM & PGME office were also part of the PSQ review process.
- In November 2012, 54 RC PSQs were completed & submitted for a waiver of on-site review. . .yippee!
- In December 2012, the RC Programs that have a mandated on-site review & all the FM Programs/Sites were working on completion of their PSQs.
- Until February 2013, we are (impatiently) waiting to hear which RC Programs do/do not have a waiver.
- **Again, Thank you!** to all the Program Directors, Site Directors, Program/Site PSQ teams, DFCM PG Office team & the PGME Office team for the extraordinary efforts to review, refine and complete high quality accreditation documents.
- Schedule templates are being distributed to all RC & FM Programs/Sites for completion & submission in January 2013.
- The Programs/Sites with mandated on-site reviews now have a *firm* date for their April 2013 review. The RC programs who may/may not have a waiver have been given 2 *firm* dates...and are drafting schedules (and holding time in their calendar and those of all faculty and residents) for those 2 days. We know waiting until February 2013 for final dates from RCPSC is not ideal.
- **NOTE:** The '*firm*' date is 'usually' also the final date. . .but not always.

Important dates & timelines

- January 2013 deadlines for submission of schedule for on-site programs.
- **Double-check** your calendar and make sure that you ARE planning to attend the Sunday afternoon/evening session on April 7, 2013, which is the launch of accreditation week. . .this is a 'must attend' event for ALL RC & FM Program Directors and FM Site Directors.

Resources for 'next steps'

If you have questions, contact pgmecoordinator@utoronto.ca

Resident Readiness

- Remember that April 2013 is accreditation time for PGME at U of T.
- Over the past 3 years, many residents have been involved in the internal review of their program.
- Early in 2013, the Vice Dean Dr. Salvatore Spadafora and/or Associate Dean Dr. Glen Bandiera will hold a series of meetings with residents affiliated health facilities to orient you to the upcoming accreditation activities and deadlines. **Watch** for notices and come out and get caught up on PGME and accreditation activities.
- As accreditation week is a 'must attend' activity that occurs every 6 years, you may notice that vacation and conference requests for absence are not available for accreditation week (i.e. April 7-12). This is because the accreditors' expectation is to have an opportunity to meet with all residents.

Resources for 'next steps'

If you have questions, contact pgmecordinator@utoronto.ca

Hospital and Facilities Hints

- Over the autumn 2012, the Hospital/Health Facility PSQs were completed, submitted and reviewed.
- In December the reviewed PSQs will be returned for refinement and completion.
- By January we anticipate we will confirm which sample of Hospitals/Health Facilities will have on-site meetings in April as well as the planned date for the meetings.
- Over the autumn 2012, Vice Dean Dr. Salvatore Spadafora and/or Associate Dean Dr. Glen Bandiera held meetings with the educational leads at the affiliated health facilities to orient them to the upcoming accreditation activities and deadlines.

Important dates & timelines for Hospitals & Facilities

January 11, 2013 is the deadline for Hospitals/Health Facilities to submit completed PSQ.

Resources for 'next steps'

If you have questions, contact pgmecordinator@utoronto.ca

Program Administrators

- Between organizing residents and faculty, and tracking all of the versions of PSQs and attachments, the autumn has flown by for Program Administrators.
- Schedule templates are being distributed to all RC & FM Programs/Sites for completion and submission in January 2013.
- The Programs/Sites with mandated on-site reviews now have a *firm* date for their April 2013 review. The RC programs who may/may not have a waiver have been given 2 *firm* dates, and are drafting schedules (and holding time in their calendar and those of all faculty and residents) for those 2 days. We know waiting until February 2013 for final dates from RCPSC is not ideal.
- **Also**, for many Medical, Pediatric and Surgical Programs scheduled on Monday OR Tuesday...the timing of those 2 days is different.
- **NOTE:** the '*firm*' date is 'usually' also the final date. . .but not always.

Important dates & timelines for Program Administrators

January 2013 deadlines for submission of schedule for on-site programs.

Resources for 'next steps'

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