



UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

Dr. FName LName
Address
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e-mail address

23 April 2012

Dear Dr. LName,

Next month, the University of Toronto Faculty of Medicine will be visited by a team of six medical education leaders for the accreditation of the medical school's MD program (Undergraduate Medical Education). A very important breakfast session between the team members and selected residents who contribute to undergraduate teaching is scheduled for Tuesday, May 15, from 7:00 AM to 8:00 AM, and we are writing today to request your participation.

UME accreditation, which takes place every eight years, is one of the most critical quality assurance processes that all medical schools in North America must undergo. The outcome, which is determined jointly by the Committee on Accreditation of Canadian Medical Schools (CACMS) and the Liaison Committee on Medical Education (LCME, the American counterpart to the LCME), is based on both careful scrutiny of thousands of pages of written submissions as well as the three-day visit in May, during which the team will meet with around 150 individuals.

You and the other invitees to the "Breakfast with Residents" were selected based on discussion and feedback from the Office of the Vice-Dean Postgraduate Medical Education, postgraduate program directors, and undergraduate clerkship course directors. We believe that your strengths as a physician, teacher, and mentor make you ideally suited to provide insight into the role of residents in undergraduate training.

Specifically, the resident breakfast meeting will serve as an opportunity for the accreditation team to learn about the ways in which residents from a variety of programs interact with medical students in all types of teaching contexts. The session will be informal and confidential, and will centre most prominently on a particular UME accreditation standard, "ED-24." The standard is provided in bold below, followed by the "annotation" (supplementary description) in italics:

ED-24. At an institution offering a medical education program, residents who supervise or teach medical students and graduate students and postdoctoral fellows in the biomedical sciences who serve as teachers or teaching assistants must be familiar with the educational objectives of the course or clerkship (or, in Canada, clerkship rotation) and be prepared for their roles in teaching and assessment.

The minimum expectations for achieving compliance with this standard are that: (a) residents and other instructors who do not hold faculty ranks (e.g., graduate students and postdoctoral fellows) receive a copy of the course or clerkship/clerkship rotation objectives and clear guidance from the course or clerkship/clerkship rotation director about their roles in teaching and assessing medical students and (b) the institution and/or its relevant departments provide resources (e.g., workshops, resource materials) to enhance the teaching and assessment skills of residents and other non-faculty instructors. There should

be central monitoring of the level of residents' and other instructors' participation in activities to enhance their teaching and assessment skills.

There should be formal evaluation of the teaching and assessment skills of residents and other non-faculty instructors, with opportunities provided for remediation if their performance is inadequate. Evaluation methods could include direct observation by faculty, feedback from medical students through course and clerkship rotation evaluations or focus groups, or any other suitable method.

We are very grateful for the skill and interest you have shown in teaching medical students, and we do hope that you will accept our invitation to participate in the “Breakfast with Residents” meeting. All program directors have been made aware of this session and have committed to ensuring that every invited resident is released from their duties in order to attend.

Should you have any questions about the accreditation in general or this session in particular, you are welcome to contact any of us. You may also be interested to read the Institutional Self-Study Summary Report, which is publicly available at www.md.utoronto.ca/about/accreditation along with other accreditation-related documents.

We would be grateful if you would submit a response to this invitation to the Accreditation Coordinator, Jennifer Anderson, at jen.anderson@utoronto.ca, no later than this Friday, April 27. Thank you for your consideration.

Yours sincerely,

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cc: [Name of Program Director]