

POSTGRADUATE MEDICAL EDUCATION

PLANNING DOCUMENT 2024: THE (VERY) BUSY YEAR AHEAD

This document is a plan for PGME and our subcommittees for 2024. As always, there will likely be initiatives and policies that are required and were not anticipated, and some plans may be sidelined or postponed if there are not sufficient PGME staff etc. to accomplish them.

Internal Reviews scheduled for 2024:

- General Internal Medicine
- Medical Oncology
- Pediatric Critical Care
- Surgical Foundations
- Diagnostic Radiology
- General Surgery
- Geriatric Medicine
- Radiation Oncology
- Cardiac Surgery
- Geriatric Psychiatry
- Interventional Radiology
- Neonatal-Perinatal Medicine
- Physical Medicine and Rehabilitation
- Urology

External Royal College Reviews in 2024:

- Adult Echocardiography AFC

Thank you to our Internal Review Subcommittee members for their work.

NEW for 2024!! Internal Review Handbook

In 2024 we will be developing an Internal Review Handbook for programs and reviewers. This will incorporate information about the Standards, CanAMS, document requirements, and resources for programs.

In addition, we will be providing additional resources for our survey teams.

The templates for internal reviews and resident reports are being updated, as well as our progress report follow-up and timelines. PGME will be developing additional information and resources for programs about things such as the 'Errors of Fact' response, document requirements, trainee files and what must be included, etc.

PGME hopes to plan a half-day retreat/workshop on 'Internal Reviews – 101' for program directors, program administrators, and survey team members in 2024.

NEW for 2024!! Program Director and Program Administrator Handbook

This will be released in February 2024 – a one-stop document for program directors and program administrators, with resources and links to standards, policies, and templates.

NEW for 2024!! Accreditation 2027

Monthly newsletters to help programs begin preparing for Accreditation 2027 will be sent out – each based on one of the standards, with resources to help programs ensure the standard is met. Yes, it does seem as though 2027 is far, far away in another galaxy, however it will be here before we know it.

Programs should have all their documents, terms of reference, assessment plans, curriculum updates, etc. completed in 2025 to avoid a last-minute scramble (which is never a good look for survey teams).

NEW for 2024!! Program Administrator PGME Meetings

Theme-based quarterly PA meetings with PGME – to help navigate internal reviews and accreditation standards, with an opportunity for Q+A.

PGME Policy Subcommittee:

Thank you to our Policy Subcommittee which has been busy over the prior year. We will continue to update and revise our policies and terms of reference on a three-year schedule (or as required).

Policies that are scheduled for review in 2024 include:

- Resident Assessment and Appeals Policy (including resources and templates, website for Learner in Difficulty)
- AFC Appeals Policy
- AVP Policy (and resources)
- Pre-entry and Assessment Program (PEAP) (and resources)
- Clinical Fellow Probation and Dismissal Policy
- Resident Electives Rotation Policy
- Clinical Fellowship Moonlighting Policy
- Program Responsibilities in Clinical Fellowship Education (and templates and resources)

Competence by Design:

Programs launching in 2024 are:

- Infectious Disease
- Gynecologic and Reproductive, Infertility and Endocrinology (GREI)

Thank you to Hari Iyer and our CBD team for their work with our CBD launch programs, as well as our Competence Committees.

PMGE will continue to attend Competence Committee meetings and provide resources and feedback for our programs.

The CBD Steering Committee has been rebranded as the PGME CBME and Assessment Subcommittee to broaden the mandate to include assessment and share best practices/learn from other programs.

Royal College Competence by Design 2.0

Our policies, procedures, and process resources, including terms of reference templates, will be reviewed, revised, and updated as information about CBD 2.0 is made available (late spring 2024).

Elentra

Over the first 6 months of 2024 the Elentra team and PGME will be doing the preparation and work to move one45 functions, such as rotation evaluations and scheduling, over to Elentra as smoothly as we possibly can. As of July 1, 2024, PGME will no longer be using one45. More information will be circulated in early January.

Planned Resident Education

1. Transition to Residency – we will be incorporating a ‘study day’ to complete the mandatory modules. The Infectious Disease topic debuted last year (many thanks to Sameer Elsayed for his leadership on this) which is a valuable addition to the program.
2. Resident as Teacher Bootcamp scheduled for February 8 and 9, 2024.
3. Serious Illness Conversations (new) Retreat scheduled for March 1, 2024.
4. Leadership Certificate Course – this extremely successful course has been (and is being) delivered virtually. For the academic year 2024-2025 our hope is to be able to provide the course in a in-person retreat/workshop format.

Resident e-Learning

A new Fatigue Risk Management module will be provided for our PGY1 residents during orientation. Additional FRM tools will be available for our programs.

Implicit Bias Training

Implicit bias training will be initiated in 2024 for our internal review survey teams.

Faculty Evaluations – Changes and Initiatives for 2024

1. Faculty Evaluation form:

In July 2024, all evaluation forms will be moving to the Elentra platform. A draft faculty evaluation form will be developed, sent for feedback, and will hopefully replace most, or all, of the 25 + program specific forms that are currently in use.

2. Resident information about faculty evaluations:

To help with resident perception of safety, and to encourage completion of faculty evaluations, the PGY1 orientation will include information about the use of faculty evaluation forms, the Faculty Evaluation policy, and processes to ensure confidentiality/anonymity and follow up of any concerns identified. A new webpage and a FAQ document will also be created and shared with residents.

3. Program administrator resources:

A process and flow chart will be developed with additional resources to ensure that program administrators are aware of the faculty evaluation policies and processes.

4. Development of faculty evaluation section of PGME website:

The new section will include resources for programs, program directors, program administrators and residents. If Schulich develops any written guidelines or processes for addressing faculty behaviours such as professionalism, intimidation, and harassment concerns these will be included here as well.

General Standards of Accreditation for Institutions with Residency Programs

CanERA standards for institutions are being updated and will be in place for July 2024 (note that some of the new standards are still under discussion). PGME will be responsible for meeting the updated and revised standards at the time of the 2027 survey.

In 2024, PGME will begin to put in place the policies, processes, and resources required to meet the new standards.

8.2.1.6 (New for July 2024): All internal reviewers receive anti-racism and implicit bias training prior to reviewing programs.

Anti-racism and implicit bias training for our survey teams will be implemented using modules on OWL and an 'honor' system for completion.

2.2.2.2 (New for July 2024): The institution has clear guidelines stating its role in the oversight of decisions made by residency programs with regards to the assessment, progress, and promotion of residents.

PGME and the CBME and Assessment Subcommittee will consider developing additional resources, and possibly policies, to meet this standard.

8.2.2.4 (New for July 2024): The internal review process allows all residents the opportunity to provide feedback privately in the interest of resident wellness and safety.

In addition to our resident report process, we have developed a Qualtrics survey to help to meet 8.2.2.4.

8.2.2 (New for July 2024): The institution has an effective and systematic process to review and improve the structure, processes, and functioning of assessment decision-making within residency programs, including their decision-making bodies (e.g., competence committees, assessment committees, or equivalent groups).

For 8.2.2, initiatives will include the continued review of competence committee terms of reference, meeting minutes, processes, and trainee files as a component of the internal review process. In addition, PGME will attend CC meetings and provide guidance and feedback.

PGME, with the CBME and Assessment Subcommittee, will continue to develop resources for programs, and will update and modify our existing resources based on CBD 2.0. Faculty development workshops will also be considered for our Competence Committee teams.

9.1.1.6 (New for July 2024): There is a systematic process to regularly review the safety of the learning environment with respect to all forms of racism, racial harassment, systemic racism, and racial microaggressions.

Our Resident Report, distributed for each program q 2 years, will be modified to include specific questions about racism and discrimination in the learning environment. These questions will also be included in the Qualtrics survey for residents as part of the internal review process.

Note that there are many other new standards in draft form and under discussion. When these are finalized, PGME will need to begin to implement any changes to PGME, resident assessment, policies, etc. in order to meet the new standards. Stay tuned!

CanMEDS Project

CanMEDS 2025 has become the 'CanMEDS project', with an anticipated completion of revised CanMEDS roles and competences in 2026. As the new roles evolve PGME will ensure that programs are aware of the changes and will begin to develop program resources to help meet any new requirements.

New Program Directors

Royal College policy now requires all program directors to have a mentorship from a current or prior program director for one year, and/or Royal College new PD training.

To meet this requirement, PGME will ensure that all new program directors have mentorship and ensure that they are aware of the PD training available from the Royal College. Most importantly, PGME will keep track of all of this so it is available for the 2027 survey team who will 'verify the participation of all new program directors, appointed after the effective date of this policy, in training and/or coaching, as required.'

PGME will also develop responsibilities and guidelines for our program director mentors.

A new program director 'checklist' will ensure that all of our new program directors receive information such as their specialty specific standards, training experience requirements, prior internal review information, etc.

Updated General Standards of Accreditation for Residency Programs (July 2024)

These standards are currently in draft form, with an anticipated publication date of July 2024. PGME will review the new standards with programs when they are finalized and provide any resources that may be helpful in meeting them. This will be a September 2024 PGME committee agenda item.

Website

This is last on the list. 'Website' has been on our planning documents for the prior four years, without too much progress. It is here again because we are ever hopeful there will be the resources and people power to review, revise and update our website to make it more user friendly and organized in 2024!