

UNIVERSITY OF TORONTO
DEPARTMENT OF FAMILY MEDICINE
CFPC ACCREDITATION SURVEY
April 7-12, 2013
AGENDA

Accreditation Team:

1. Jennifer Hall - (Chair) (Dalhousie)
2. Alan Chaput (PG Dean) (UOttawa)
3. Tom Laughlin (PG Office Reviewer) (Dalhousie)
4. Geoff Hodgetts (Queen's) (ES Surveyor)
5. Shirley Schipper (UAlberta)
6. Karen Schultz (Queen's)
7. Allyn Walsh (McMaster)
8. Karlyne Dufour (Dalhousie)
9. Andries Muller (USask)
10. Sonja Reichert (UWO)
11. Steve Beerman (UBC)
12. Doug Klein (UAlberta)
13. UG reviewer/peer consult
14. FMRAC Rep Anna Ziomek
15. Jillian Gill - CAIR Rep (USask)
16. Judith Scott – Accreditation Manager - CFPC

Sunday, April 7		
Park Hyatt Hotel - Toronto		
TIME	MEETING	LOCATION
11:00 am - 12:30 pm	Chairs' brunch at The Park Hyatt Hotel Toronto (attendees include – Dr. Jennifer Hall (CFPC Chair), Dr. Tom Laughlin (CFPC PG Office reviewer), Dr. Kamal Rungta (RC Chair), Dr. Anurag Saxena (RC Deputy Chair), Ms. Judith Scott (CFPC), Ms. Lise Dupéré (RC), Ms. Sylvie Lavoie (RC) (101) <i>Restaurant at the Park Hyatt TBD</i>	Park Hyatt Toronto 4 Avenue Road Toronto, Ontario M5R 2E8 Canada Tel: +1 416 925 1234 http://parktoronto.hyatt.com/hyatt/hotels-parktoronto/index.jsp?nu II
12:30 - 2:30 pm	CFPC Team meeting – meeting with the whole team – Jennifer Hall/Judith Scott to give a brief outline of what is expected of the Team during the Accreditation Survey and prepare for the meeting with the FM Program Director and the Department Chair. Each surveyor will be expected to have reviewed the documentation and prepared some preliminary questions. (102) Room – <i>Bedford Meeting Room</i>	
2:30 - 4:30 pm	CFPC team meets with the Department Chair, Dr. Lynn Wilson and the FM Program Director, Dr. Karl Iglar for an initial program overview + Question/Answer session (104) Room – <i>Bedford Meeting Room</i>	
4:30 - 4:45 pm	Break	
4:45 – 5:00 pm	CFPC meets briefly with RCPSC for Team introductions/discussion (105) Room – <i>TBD</i>	
5:15 – 6:15 pm	RC + CFPC + the Dean (Dr. Catharine Whiteside), the Postgraduate Dean (Dr. Salvatore Spadafora) and the Associate Dean (Dr. Glen Bandiera) meet together for Presentations of the University of Toronto Faculty of Medicine (106) Room – <i>TBD</i>	
6:30 – 8:00 pm	Reception offered by the University of Toronto Faculty of Medicine (107)	ROM

Monday April 8

Document review and program group meetings (8201)

Surveyors: Full Team		Location
0745	Pick-up survey team at Hotel Lobby - DFCM	
0800	Breakfast and Documentation Review	Department of Family and Community Medicine University of Toronto 500 University Ave Room 365/303
0930	Meeting with Chair of Curriculum Committee – Dr. Karl Iglar	
1015	BREAK	
1030	Meeting with Chair of Evaluation Committee – Dr. Karl Iglar and Dr. Batya Grundland	
1115	Meeting with Program Director, Quality Improvement – Dr. Phillip Ellison	
1145	Meeting with Remediation Coordinator – Dr. Patrick Skalenda	
1215	LUNCH	
1300	Chief Resident Presentation – Dr. Emma Smith & Dr. Diana Wu, FRAT Co-Presidents	
1345	Meeting with Teaching Practices Coordinator – Dr. Erika Catford	
1415	BREAK	
1430	Meeting with Director of Professional Development – Dr. Barbara Stubbs and Dr. Viola Antao	
1500	Meeting with Director of Undergraduate Program – Dr. Kymm Feldman	
1530	Meeting with Research Program – Dr. Paul Kreuger, Dr. Cynthia Whitehead, Susan Hum	
1600	Final wrap-up with Dr. Iglar	
	Travel back to hotel	Park Hyatt

Tuesday, April 9

Group 1 Surveyors:		Location
Time	Site: Rural Residency Program (8301)	
800	Pick-up survey team at Hotel Lobby	
1000	Document Review	Orillia Soldier's Memorial Hospital 170 Colborne Street West Orillia, ON
1030	Meet with Site Director and Chief	
1100	Meet with residents	
1200	Lunch	
1300	Meet with Family Medicine faculty	
1345	Follow-up meeting with Site Director and Chief	
1415	Drive to Barrie: 45 minutes	
	Overnight in Barrie Teleconference into CFPC Team Meeting if needed – Hotel Meeting Room	Hampton Inn & Suites by Hilton Barrie 74 Bryne Drive, Barrie, ON 705-719-9666

Tuesday, April 9

Group 2 Surveyors:		Location
Time	Site: Southlake Regional Health Centre (8302)	
830	Pick-up survey team at Hotel Lobby	
1000	Document Review	Southlake Family Health Team 581 Davis Drive, Suite 201 Newmarket, ON
1030	Meet with Site Director and Chief	
1100	Meet with residents	
1200	Lunch	
1300	Meet with Family Medicine faculty	
1345	Follow-up meeting with Site Director and Chief	
1415	Return to Hotel: 1.5 hours	Park Hyatt

Tuesday, April 9

Group 3 Surveyors:		Location
Time	Site: Markham Stouffville Hospital (8303)	
900	Pick-up survey team at Hotel Lobby	
1000	Document Review	Markham Stouffville Hospital 379 Church Street, Suite 202 Markham, ON
1030	Meet with Site Director and Chief	
1100	Meet with residents	
1200	Lunch	
1300	Meet with Family Medicine faculty	
1345	Follow-up meeting with Site Director and Chief	
1415	Return to Hotel: 1 hour	Park Hyatt

Tuesday, April 9

Group 4 Surveyors:		Location
Time	Site: St. Joseph's Health Centre (8304)	
730	Pick-up survey team at Hotel Lobby	
800	Document Review	St. Joseph's Health Centre Family Medicine Centre 30 The Queensway Toronto, ON
830	Meet with Site Director and Chief	
900	Meet with residents	
1000	Break	
1015	Meet with Family Medicine faculty	
1100	Follow-up meeting with Site Director and Chief	
1130	Travel to next site: 30 minutes	
	Site: Toronto Western Hospital (8314)	
1200	Lunch	Toronto Western Hospital Family Medicine Centre 399 Bathurst Street Toronto, ON
1245	Document Review	
1315	Meet with Site Director and Chief	
1345	Meet with residents	
1445	Break	
1500	Meet with Family Medicine faculty	
1545	Follow-up meeting with Site Director and Chief	
1415	Travel back to hotel:20 minutes	Park Hyatt

Tuesday, April 9

Group 5 Surveyors:		Location
Time	Site: Sunnybrook Health Sciences Centre (8305)	
800	Pick-up survey team at Hotel Lobby	
830	Document Review	Sunnybrook Health Sciences Centre Family Medicine Education Office 2075 Bayview Ave, Rm A120 Toronto, ON
900	Meet with Site Director and Chief	
930	Meet with residents	
1030	Break	
1045	Meet with Family Medicine faculty	
1115	Follow-up meeting with Site Director and Chief	
1145	Travel to next site: 30 minutes	
	Site: Women's College Hospital (8315)	
1215	Lunch	Women's College Hospital Family Practice Health Centre 77 Grenville Street, Suite 252 Toronto, ON
1300	Document Review	
1330	Meet with Site Director and Chief	
1400	Meet with residents	
1500	Break	
1515	Meet with Family Medicine faculty	
1600	Follow-up meeting with Site Director and Chief	
1630	Travel back to hotel:15 minutes	Park Hyatt

Tuesday April 9

TEAM 6 Enhanced Skills Surveyors:		Location
Time	ENHANCED SKILLS Programs	
0745	Pick-up survey team at Hotel Lobby	Department of Family and Community Medicine University of Toronto 500 University Ave Room 365
800	Meet with Enhanced Skills Program Director – Dr. Roy Wyman	
	FP-A (8306)	
830	Breakfast and Review Documentation and Resident files FP-A	
900	Meet with FP-A Program Director	
930	Meet with FP-A Residents	
1030	Break	
1045	Meet with Faculty	
1130	Meet with RTC (onsite and video)	
	FM-EM (8316)	
1230	Lunch + Review Documentation and Resident files FM-EM	
1330	Meet with FM-EM Program Director	
1400	Meet with Residents	
1445	Break	
1500	Meet with Faculty (onsite and video)	
1530	Meet with RTC (onsite and video)	
1630	Team to travel back to Hotel	Park Hyatt

Wednesday, April 10

Group 1 Surveyors:		Location
Time	Site: Royal Victoria Regional Health Centre (8401)	
845	Pick-up survey team at Hotel Lobby	
900	Document Review	Royal Victoria Regional Health Centre Family Medicine Teaching Unit c/o Rotary Place 201 Georgian Drive Barrie, ON
930	Meet with Site Director and Chief	
1000	Meet with residents	
1100	Break	
1115	Meet with Family Medicine faculty	
1200	Lunch and Follow-up meeting with Site Director and Chief	
1300	Return to Hotel: 1.5 hours	Park Hyatt

Group to meet in evening for dinner at Hotel

Wednesday, April 10

Group 2 Surveyors:		Location
Time	Site: St. Michael's Hospital (8402)	
745	Pick-up survey team at Hotel Lobby	
800	Document Review	St. Michael's Hospital Family Practice Unit 30 Bond Street Toronto, ON
830	Meet with Site Director and Chief	
900	Meet with residents	
1000	Break	
1015	Meet with Family Medicine faculty	
1100	Follow-up meeting with Site Director and Chief	
1130	Travel to next site: 30 minutes	
	Site: Toronto East General Hospital (8412)	
1200	Lunch	Toronto East General Hospital Department of Family Practice 825 Coxwell Ave Toronto, ON
1245	Document Review	
1315	Meet with Site Director and Chief	
1345	Meet with residents	
1445	Break	
1500	Meet with Family Medicine faculty	
1545	Follow-up meeting with Site Director and Chief	
1615	Travel back to hotel: 30 minutes	Park Hyatt

Group to meet in evening for dinner at Hotel

Wednesday, April 10

Group 3 Surveyors:		Location
Time	Site: Credit Valley Hospital (8403)	
730	Pick-up survey team at Hotel Lobby	
830	Document Review	Credit Valley Hospital 2200 Eglinton Avenue West Mississauga
900	Meet with Site Director and Chief	
930	Meet with residents	
1030	Break	
1045	Meet with Family Medicine faculty	
1115	Follow-up meeting with Site Director and Chief	
1145	Travel to next site: 20 minutes	
	Site: Trillium Health Centre (8413)	
1215	Lunch	Trillium-Summerville Family Health Team 101 Queensway West, 7th Floor Mississauga
1300	Document Review	
1330	Meet with Site Director and Chief	
1400	Meet with residents	
1500	Break	
1515	Meet with Family Medicine faculty	
1600	Follow-up meeting with Site Director and Chief	
1630	Travel back to hotel: 20 minutes	Park Hyatt

Group to meet in evening for dinner at Hotel

Wednesday, April 10

Group 4 Surveyors:		Location
Time	Site: The Scarborough Hospital (8404)	
815	Pick-up survey team at Hotel Lobby	
900	Document Review	The Scarborough Hospital 3050 Lawrence Avenue East Scarborough, ON
930	Meet with Site Director and Chief	
1000	Meet with residents	
1100	Break	
1115	Meet with Family Medicine faculty	
1200	Lunch and Follow-up meeting with Site Director and Chief	
1300	Return to Hotel: 45 minutes	Park Hyatt

Group to meet in evening for dinner at Hotel

Wednesday, April 10

Group 5 Surveyors:		Location
Time	Site: North York General Hospital (8405)	
730	Pick-up survey team at Hotel Lobby	
800	Document Review	North York General Hospital Family Medicine Teaching Unit 4001 Leslie Street, 4 South Willowdale, ON
830	Meet with Site Director and Chief	
900	Meet with residents	
1000	Break	
1015	Meet with Family Medicine faculty	
1100	Follow-up meeting with Site Director and Chief	
1130	Travel to next site: 30 minutes	
	Site: Mount Sinai Hospital (8415)	
1200	Lunch	Mount Sinai Hospital Ray D Wolfe Department of Family Medicine Granovsky Gluskin Family Medicine Centre 60 Murray Street, 4th Floor
1245	Document Review	
1315	Meet with Site Director and Chief	
1345	Meet with residents	
1445	Break	
1500	Meet with Family Medicine faculty	
1545	Follow-up meeting with Site Director and Chief	
1615	Travel back to hotel: 15 minutes	Park Hyatt

Group to meet in evening for dinner at Hotel

Wednesday, April 10

Group 6 Enhanced Skills Surveyors:		Location
Time	ENHANCED SKILLS Programs HCoE (8406)	
0745	Pick-up survey team at Hotel Lobby	Department of Family and Community Medicine University of Toronto 500 University Ave Room 365
800	Review Documentation and Resident files HCoE	
830	Meet with HCoE Program Director	
900	Meet with Residents	
1000	Break	
1015	Meet with Faculty	
1100	Meet with RTC (onsite and video)	
Category 2 Programs (8416)		
1200	Lunch + Review Documentation and Resident files	Department of Family and Community Medicine University of Toronto 500 University Ave Room 365
1300	Meet with Program Director	
1330	Meet with Residents	
1430	Break	
1445	Meet with Faculty (onsite and video)	
1530	Meet with RTC (onsite and video)	
1630	Team to travel back to Hotel	Park Hyatt

Group to meet in evening for dinner at Hotel

Palliative Medicine Review Wednesday, April 10

<p>Palliative Medicine Program to be reviewed by one surveyor from Royal College team and one surveyor from the CFPC team</p> <p>CFPC Team member - RCPSC Team member -</p> <p>Afternoon review, deliberations and decision will begin at 5 pm</p>		<p>Location</p>
<p>Palliative Program Director: Program Administrator:</p>		
Time		
0930	Pick up surveyors at hotel	
1000	Document review	
1030	Meeting with Program Director	
1145	Meeting with Division Head	
1215	Lunch	
1245	Meeting with Residents	
1345	Working Lunch Faculty / Teaching staff	
1445	Break	
1500	Meeting with Residency Training Program Committee members:	
1600	Travel back to hotel	Park Hyatt
Exit meeting	Next morning from 7:30-7:45 - Exit Meeting with Palliative Medicine Program Director	Park Hyatt

Undergrad Peer Consultation Tuesday or Wednesday TBD , 0.75 day

TO BE CONFIRMED, HOSTED & SCHEDULE DEVELOPED BY UG DEAN IF APPLICABLE

Undergraduate Reviewer –		Location
Time	Undergraduate Review	
0745	Pick-up surveyor with review team at Hotel Lobby	
	Breakfast and Review Documentation	
	Meet with Undergraduate Director	
	Meet with Undergraduate Assistant Dean	
	Break	
	Meet with Undergraduate Administration (onsite and video)	
	Lunch	
	Meet with Undergraduate Education Committee (onsite and video)	
	Meet with Department Chair	
	Break	
	Meet with Pre-Clerkship Director	
	Meet with Associate Dean Rural and Remote Medicine	
	Meet with FMIG Representatives + Student Society (DMSS) Representatives	
	UG Reviewer to travel back to Hotel	Park Hyatt

Thursday, April 11

Surveyors – Full team		Location
Time		
0745	Pick-up survey team at Hotel Lobby	Department of Family and Community Medicine University of Toronto 500 University Ave Room 365+303
800	Breakfast and meeting with Family Medicine Chiefs	
845	Meet with DFCM PG Administrators	
915	Meet with Counselling Skills Education Program Coordinator – Lindsay Watson	
930	Break	
945	Meet with Teaching Residents to Teach Course Director – Dr. Marcus Law	
1000	Buffer time – Meetings/presentations as requested/needed	
1030	Residency Program Committee Meeting (without FM program director)	
1130	Travel to Hotel	Park Hyatt
1200	Lunch meeting at the Park Hyatt Hotel with Chair and FM Program Director for final discussion – question/answer session	Bedford Meeting Room
1330	Team deliberates re: final recommendation	Bedford Meeting Room

***Thursday, April 11**

Surveyors – Group 6 Enhanced Skills Surveyors		Location
Time		
800	Breakfast + Review Documentation and Resident Files	Department of Family and Community Medicine University of Toronto 500 University Ave Room 301
845	Meet with Clinician Scholar Program Director	
915	Meet with Resident	
945	Break	
1000	Meet with Faculty	
1030	Rejoin full team	DFCM Room 365+303

Friday, April 12

Surveyors – Full team		Location
0800	Pick-up survey team at Hotel Lobby	
0845	CFPC exit meeting with CFPC Team, Program Chair, FM Program Director and Dean, PGME (601)	Li Ka Shing Knowledge Institute, Room 211
0930	Conjoint CFPC/RCPSC final exit meeting (602) (boxes need to be provided for any PSQs or other confidential documents to be removed and shredded by university)	Li Ka Shing Knowledge Institute, Auditorium