

## WORKSHEET 1: INVENTORY of some appendices and on-site documents

#	Item	Yes we have this	We HAVE a system to file this	We DO NOT have a place to file this	Not sure if we have this	Which B standard?	PSQ or additional on-site materials?
1.	RPC Agendas & RPC Minutes						
2.	Policies (resident safety, promotions)						
3.	Faculty research grants						
4.	Faculty publications						
5.	Resident publications						
6.	Rotation specific goals and objectives						
7.	Plan to review rotation specific goals and objectives						
8.	Communication method with faculty / residents (website, portal, emails)						
9.	Academic half day schedule (with topics and roles)						
10.	Academic half day materials, copies of weekly rounds etc.						
11.	Sample assessments of CanMEDS						
12.	Resident Files paper/electronic						
13.	Resident educational resources, outcomes and achievements						