

INTERNAL REVIEWS INSTRUCTIONS & RESPONSIBILITIES FOR PAR'S RESIDENT REVIEWERS

Preamble

As the Resident Reviewer you are one of two reviewers. The other is generally a faculty reviewer appointed by the PG Deans.

The goal of identifying a program's weaknesses is not intended to be punitive. Rather the intent is the exact opposite, to be educational: only through the *timely* identification of a program's weaknesses can those deficiencies be corrected prior to the accreditation survey. It is because of the early identification of a program's weaknesses that those programs that have deficiencies are able to take the necessary steps that will hopefully allow it to attain full approval at the time of the accreditation survey.

Most program directors and residency education committees welcome this feedback because they understand that it is meant for the betterment of the program and ultimately its Residents. Therefore, please identify all deficiencies no matter how minor – you are not picking on the program!

The role of the Resident reviewer is significant; you are not there to observe. You are the Residents' link to the program, the PG Deans and ultimately the Royal College or the College of Family Physicians. It is through you that the Residents' have an advocate who is unbiased but more importantly unhampered with concerns about potential retaliation or retribution for 'speaking out'. It is your responsibility to ensure that the Residents' are heard.

Included in the internal review package sent via email are two items from PAR-BC for your 'eyes only'.

1. Link to Tabulated PAR-BC Resident survey,
2. Residents' report setting out the program's strengths and weaknesses.

The tabulated questionnaire is a much more comprehensive document whereas the Residents' report will likely be a consensus document identifying the program's major strengths and weaknesses. Both documents have value and you should use both to direct your questions during the portion of the review where you and the faculty reviewer meet separately with the Residents as a group. The documents are not to be shared with the faculty reviewer or program.

3. Call schedule. There is sometimes a discrepancy between the verbal information as to call frequency and the actual schedules. We have therefore also included the past three months of the call for the program that you are reviewing (if available). This will be sent to you with the package. If call schedules are not being received from the program

this would be the time to ask for them and also advise program where to send the call schedules. Call schedules are available to PAR-BC on line (as of Apr 10/08).

Process

The PG Deans' Office (through PAR) will provide the reviewers with a schedule for the review and a package of material closer to the date of the review. Part of the review is a confidential, separate meeting with the Residents. This meeting with only the reviewers is intended to provide Residents with the opportunity to voice any concerns free from any fear of reprisal, as individual comments are not released under any circumstances.

Residents must be excused from educational and clinical duties in order to meet with the reviewers at the designated time. The tabulated survey, which you will be able to access via a link that Gail will send to your email account, will indicate how many Residents completed the survey. There is a total of X Residents in the program, X have completed the online questionnaire. When you meet with the Residents conduct a brief head count to ensure that the majority are present. If not, you need to ask "why?" The number of Residents in attendance should also be indicated on the internal review report.

The faculty reviewer generally assumes responsibility for drafting the internal review report. But, you must be given the opportunity to provide feedback on the draft report before it is submitted to the PG Deans. If you and the faculty reviewer cannot agree on the content of the report, then you should append a separate report as an addendum or opposing report and both should be submitted to the PG Deans. Remember, you are the Residents' voice.

Follow-Up

A copy of the Final internal review report should be sent to PAR-BC for its permanent records.

Thanks. Any questions please contact PAR-BC: par@par-bc.org