

PGME Virtual Internal Reviews – Information for Programs

Setting up a Virtual Internal Review

Zoom meeting

- Internal Review Schedules should allow time for surveyors to take breaks and deal with any technology issues (frozen internet, access issues etc).
- Create Zoom Internal Review meeting. It can be one all day zoom meetings with specific people being given invitation to join at the appropriate time for their particular meeting. (see Zoom Meeting – Quick tips)
- Send an invitation to each of the reviewers and other participating in the review.
- The home Program Administrator should not be present for all of the meetings as that would create some conflict of interest but should be available to trouble shoot any issues with the zoom meetings throughout the day.
- Once the meeting begins the Program Administrator can make one of the reviewers (typically the PARIM rep) the Zoom host.
- Ensure that the “Use Waiting Room” function is on then the reviewer host can allow each group to enter the meeting when the reviewers are ready to start each meeting.
- With regard to teaching faculty, invite as many teaching faculty as possible to attend the meeting UNLESS all teachers are members of the RPC. If they are all members of the RPC then we would suggest lengthening the RPC meeting a little to allow the reviewers to ask questions of the teacher group prior to moving on the RPC function questions.
- Everyone attending Internal Review meeting should be advised that they will be in a waiting room until the surveyors allow them into the meeting. They also should be informed to :
 - Be punctual for the meeting
 - Have water and or food available
 - Test your speakers
 - Test your internet prior to the day
 - Test your camera prior to the day – prefer that everyone in on camera

Document review

- Surveyors are provided access to the programs instrument in CanAMS two weeks prior to the review. Program should not make changes to their instrument after access is granted
- Documentation not uploaded in CanAMS but required for the review i.e. minutes and electronic resident files can either be sent to accredpgme@umanitoba.ca for uploading in the PGME Internal Review Resources Community, which is a secure community for surveyors only (documents are deleted after the review occurs) or program can grant surveyors access to the their home program community
- Provide the surveyors and other participating in the review a contact person should they require assistance during the day