



An Introduction to CanAMS

February 2021



Review the CanERA Training Tool

<https://www.royalcollege.ca/mssites/canera-uprh/index.html#/>

This training is for all university personnel, including program directors, program administrators, postgraduate deans, and postgraduate administrative personnel.

Welcome Back!

The CanERA training is a great reference and resource to obtain an overall understanding of CanAMS.

Here are some additional tips to help you get started.

Access CanAMS (CFPC Login)

www.canams.ca/#/auth/login

Tips

Google Chrome is Recommended

Create a Bookmark for Easy Access

Logging In

- User accounts have been created and assigned by CFPC staff.
- Follow the instructions in the **Welcome Letter** to set your password.
- You will receive an email to reset your password from ARMATURE. This may be sent to your junk.
- Contact your FM Program Administrator or dedicated PGME contact for login or system-related issues.

Personas

- Depending on your individual permissions, you may be prompted to choose a persona. Options include:
 - My Assignments: For Surveyors
 - Organization Representative: PG Deans/PG Staff
 - Program Representative: Program Directors/Program Administrators

Instrument Tab

- Instruments refer to the profile instrument to be completed by the program (previously known as a PSQ).
- Instruments are already published for each site and enhanced skills program, along with the central programs.

What's a CanAMS Program Profile Instrument?

There are up to five versions of instruments for family medicine programs on CanAMS to be completed by the program.

- Family Medicine Central (1 Total)
- Enhanced Skills Central (1 Total)
- Family Medicine Sites (1 per Site)
- Enhanced Skills Category 1 Program (1 per Category 1 Program)
- Enhanced Skills Category 2 Program (1 per Category 2 Program)

Tabs

- **AFIs Tab:** If you have not yet conducted a CanERA based regular review, areas for improvement are captured in an AFI instrument under the instruments tab. **The AFI tab will only come into use following your first CanERA regular review.**
- The Processes and Sites tabs are not yet in use.

Instrument Tips and Tricks

- Don't submit your profile instrument until it has been reviewed by PGME. Submitting the instrument will lock the University access and will have to un-submitted by CFPC. If you accidentally submit, please contact PGME.
- Documents can only be attached at the top of each page, to the required and additional documents sections.

More Instrument Tips and Tricks

- Do not upload central policies to site and ES program instruments.
- Similarly, do not add narrative that is an exact match from the central instrument to site and ES program instruments. Include wording such as *please see central instrument* instead.

Uploading Minutes

- The Program Organization tab requests the upload of various committee minutes, please note that minutes **should not** be uploaded in CanAMS and instead are part of the on-site document review.
Please disregard this upload request.
- Please continue to upload your terms of reference, agendas and membership lists as requested.

More Instrument Tips and Tricks

- Click on the question designator (e.g. Q-1234) to bring up the right-hand sidebar specific to that question where you can flag items for later.
- Comments should **not** be used as deletion is challenging. Finding an alternative way to share comments is preferred.

Unclear? See the screenshot on the next slide



SAVE



Q-6464

FLAGS NONE

2

HISTORY On Off

1



Q-6464

Comments

Comments

No comments



Do Not Use Comments

Q-1338



NEXT

How should I get started?

- Review the CanERA Training Tool.
- Review your program assignees and their access.
- Review the sites and enhanced skills programs to ensure no instruments are missing.
- Start populating your instruments.

Questions?

Contact accreditation@cfpc.ca to set
up a Q&A session