

University of Manitoba Accreditation Review

Key Details for Administrators, Program Stakeholders and Meeting Attendees

Program Overview Meetings (Sunday and Monday)

Information below pertains to meetings taking place on Sunday, March 20 and Monday, March 21.

- Entire CFPC accreditation team will be present or will be separated into up to three groups for concurrent meetings.
- Zoom details will be managed by CFPC.
- CFPC staff support/observers will be present but will not be participating in the discussion.
- Concurrent meetings will use Breakout Rooms.

Program Overview Meetings (Sunday and Monday)

- CFPC family medicine and enhanced skills leads will introduce themselves and the review process at the start of each meeting, briefly explaining the following:
 - The Purpose of Accreditation
 - Assurance of Confidentiality
 - Process
- CFPC surveyors will self-identify before asking any questions.
- For meetings with fewer than 8 U of Manitoba participants, there will be round table introductions of attendees. For larger meetings, CFPC surveyors will ask participants to self-identify before speaking (i.e., name and role).

Site and ES Program Reviews (Tuesday and Wednesday)

Information below pertains to site and enhanced skills program reviews taking place on Tuesday, March 22 and Wednesday, March 23.

- 2 – 3 CFPC surveyors will be conducting the review. A CFPC staff support/observer may be present but will not be participating in the discussion.
- Zoom details will be managed by the University of Manitoba.
- Surveyors will introduce themselves and any staff support/observers at the start of each meeting.

Site and ES Program Reviews (Tuesday - Wednesday) - Continued

- CFPC surveyors will briefly explain the following at the start of each meeting:
 - The Purpose of Accreditation
 - Assurance of Confidentiality
 - Process
- For meetings with approximately 8 U of Manitoba participants or more (such as meetings with residents or faculty), there will be no round table introductions. CFPC surveyors will ask participants to self-identify before speaking (i.e., name and role).
- For smaller meetings, the surveyors may choose to do full roundtable introductions.

Role of the Administrator or Key Contact – Site and Enhanced Skills Program Visits

- The administrator or key contact should be the host of the Zoom line.
- Please sign on 5 minutes prior to the first meeting (e.g., if the Site Director meeting starts at 9:00, please sign on at 8:55) to designate the CFPC staff support or the CFPC surveyor as host. Please sign off once host responsibilities have been assigned.
- You may bypass the waiting room if you are the original meeting host even after passing hosting capabilities on to the CFPC staff support person or surveyor. If you are scheduled to join any meetings during the site visit, please sign on at the designated time.

Role of the Administrator or Key Contact – Site and Enhanced Skills Program Visits – Continued

- The administrator or key contact for each site or enhanced skills program must be available during the site or program visit to troubleshoot issues for CFPC staff and U of Manitoba stakeholders.
- Stakeholders should be informed to contact you with any questions or concerns.
- CFPC support staff may contact you if there are missing attendees (only in the event of multiple no shows in the case of larger meetings) or issues with the schedule.

Committee Meetings (Thursday)

Information below pertains to meetings taking place on Thursday, March 24.

- Entire CFPC accreditation team will be present or will be separated into groups for concurrent meetings.
- Zoom details will be managed by CFPC.
- Concurrent meetings will use Breakout Rooms.
- CFPC staff support/observers will be present but will not be participating in the discussion.

Committee Meetings (Thursday)

- CFPC family medicine and enhanced skills leads (or the appropriate surveyor) will introduce themselves and the review process at the start of each meeting, briefly explaining the following:
 - The Purpose of Accreditation
 - Assurance of Confidentiality
 - Process
- CFPC surveyors will self-identify before asking any questions.
- CFPC surveyors will ask participants to self-identify before speaking (i.e., name and role).

Meeting Logistics (All Meetings)

- There may be a CFPC staff member acting as host/staff support present during some meetings to assist the surveyors with Zoom. They will not be participating in the discussion and have signed confidentiality agreements.
- The waiting room is enabled for all meetings. The surveyor or CFPC staff support will let you in at the time of your meeting.
- Please ensure your name is accurate in your Zoom profile and that Zoom is updated to the latest version.
- Please join the waiting room 2-3 minutes early. In the waiting room, you will not be able to chat with anyone.
- If you are having trouble accessing the meeting, please contact your site or program administrator.

Meeting Logistics (All Meetings)

- Join the meeting from a private and quiet space.
- Use headphones or earbuds if necessary.
- Please keep your camera on for the duration of the meeting and stay muted unless you are speaking.
- Use the dial-in number only if absolutely necessary. When joining by phone, please introduce yourself as soon as possible.
- **No meetings will be recorded.**
- Avoid using a virtual background where possible (real backgrounds are preferred).
- A surveyor biography and photo booklet will be circulated to U of Manitoba in advance.

Meeting Logistics (All Meetings)

- The Chat box will be enabled for each meeting. No conversations should take place via Chat.
- Attendees are asked not to chat privately with surveyors. Surveyors will not respond to any private messages.
- Attendees are asked to refrain from adding comments specific to the accreditation review to the chat. All comments pertaining to the review should be made by speaking to all attendees.
- Chat should only be used to make your intention to speak known. Please use the raise hand feature or write “next” or “comment” in the chat box if needed.

Preparing to use Zoom for the Virtual Review

- If your Zoom display name is not clearly linked to your name as it appears in the attendance list, you may not be admitted to the meeting. Staff support may message the waiting room, asking you to login to your Zoom profile to update your display name.
- If you have a Zoom account or have previously used Zoom, verify your name in your online profile in advance of the accreditation review.

How to Verify your Zoom Display Name:

1. Log in to your [Zoom Profile](#)
2. Your name will be displayed near the top of the screen.
3. Click “Edit” to make changes as needed

John Smith
John Smith



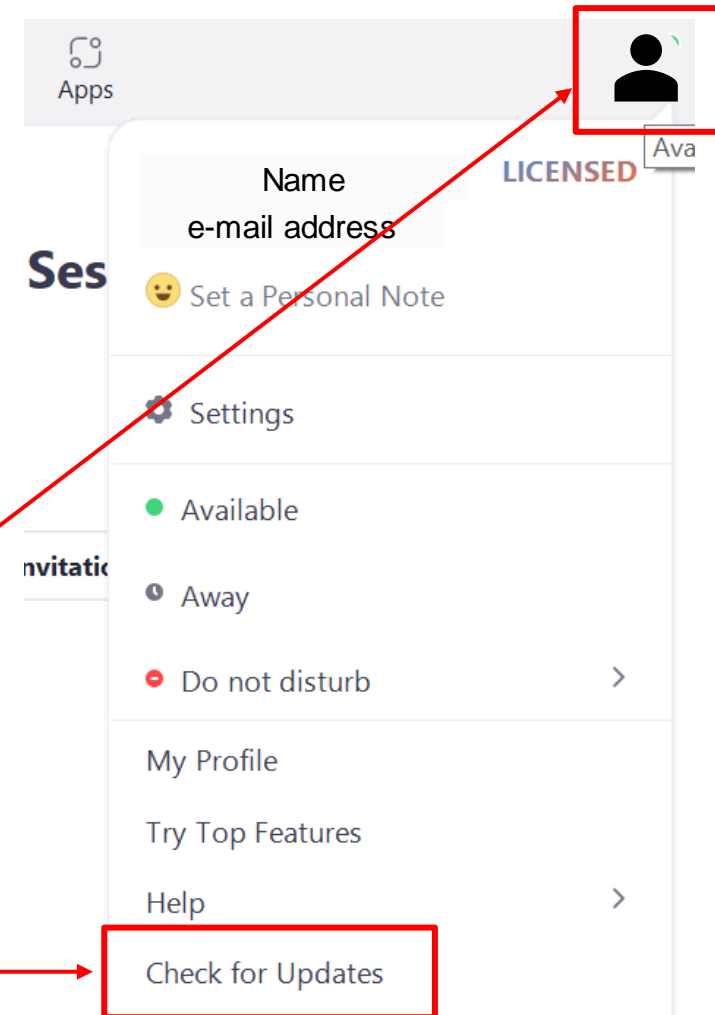
Edit

Preparing to use Zoom for the Virtual Review

If you are using the Zoom desktop application, please ensure that Zoom is updated to the latest version prior to the accreditation review.

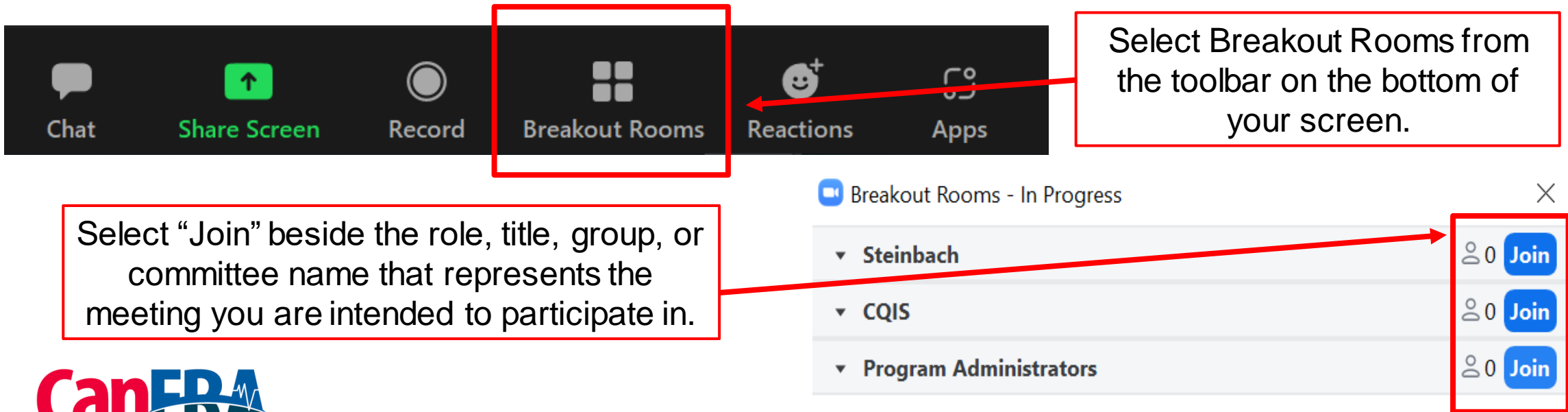
How to Check for Updates:

1. Sign in to the Zoom desktop client/application
2. Click on your profile photo or initials in the top right-hand corner
3. Select "Check for Updates"
4. Follow instructions on screen to update as needed



Zoom Tips

Some meetings will be held concurrently on Monday and Thursday using breakout rooms. Stakeholders may be asked to join the appropriate breakout room manually. A list of concurrent meetings where stakeholders will be asked to manually join the appropriate breakout room is available on the next slide. Breakout rooms will be named intuitively.



The image shows a Zoom toolbar at the bottom of a screen with several icons: Chat, Share Screen, Record, Breakout Rooms, Reactions, and Apps. The Breakout Rooms icon is highlighted with a red box. A red arrow points from this box to a callout box containing the text: "Select Breakout Rooms from the toolbar on the bottom of your screen." Below the toolbar, a screenshot of the Zoom interface shows a list of breakout rooms under the heading "Breakout Rooms - In Progress". The list includes three categories: Steinbach, CQIS, and Program Administrators. Each category has a person icon and the number "0" next to it. A red box highlights the "0" and the "Join" button for each category. A red arrow points from a callout box to the "Join" button. The callout box contains the text: "Select 'Join' beside the role, title, group, or committee name that represents the meeting you are intended to participate in."

Meetings Requiring Attendees to Manually Join Breakout Rooms

Monday

Director, Research and Quality Improvement

Resident Progress Subcommittee (RPS)

Central Family Medicine and Enhanced Skills Program Administrators

Program Administrator, Enhanced Skills

Site Administrators, Family Medicine

Thursday

Site Education Committees (Tuesday Sites)

Site Education Committees (Wednesday Sites)

Education Directors Subcommittee (EDS)

Enhanced Skills Program Subcommittee (EPS)

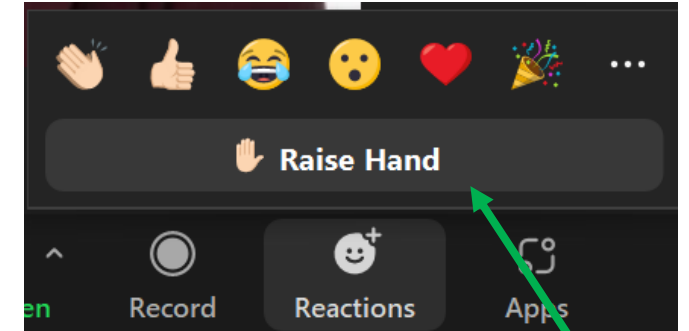
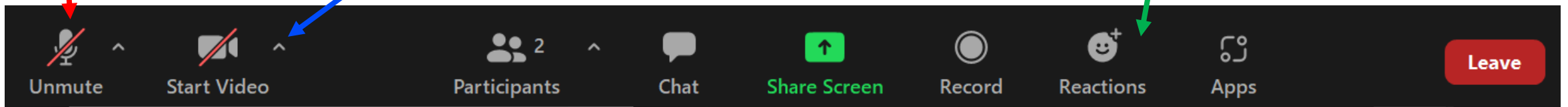
Zoom Tips

Muting:

- Stay muted unless you are speaking
- To unmute, click on the microphone button in the bottom tool bar
- To mute, click on the microphone again

Video:

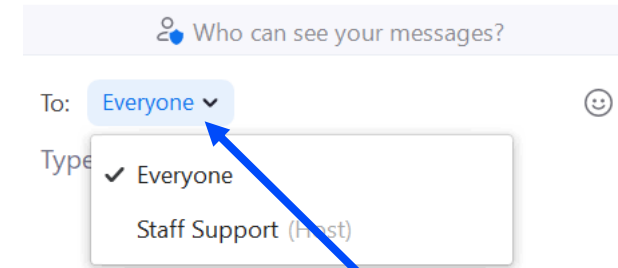
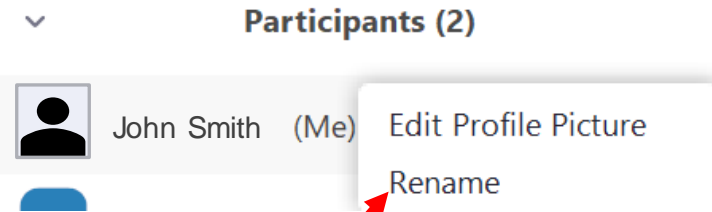
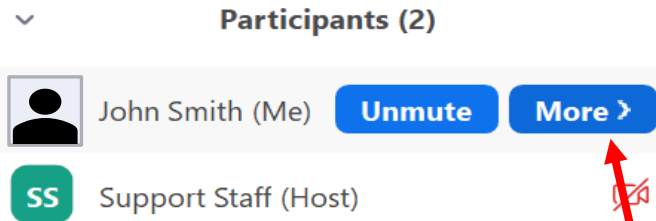
- Keep your video on for the duration of the meeting
- To turn on your video, click the “Start Video” button



Ask a Question/Make a Comment:

- Use the Raise Hand feature to let surveyors know you would like to speak
- Click on “Reactions” then “Raise Hand”

Zoom Tips

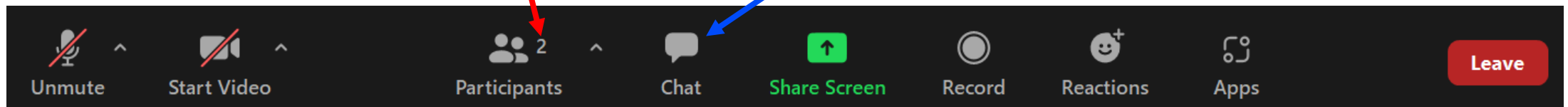


Change your name while in the meeting:

- Click on Participants
- Hover your cursor over your name and click "More" when it appears
- Select "Rename" to edit your name

Use the Chat:

- Click on Chat
- Ensure message is being sent to everyone
- Do not use the Chat feature to message surveyors privately



Zoom Tips

Need more help? Join CFPC Accreditation staff for a Zoom drop-in session. The session is an opportunity to test out Zoom functionality in advance of the review. No content will be presented.

Friday, March 11
9:00 – 9:30 AM CT

Join Here!

Meeting ID: 899 4925 9518
Password: 032478

Thursday, March 17
2:00 – 2:30 PM CT

Join Here!

Meeting ID: 884 7238 1197
Password: 279312