

 UNIVERSITY OF MANITOBA Rady Faculty of Health Sciences	Title:	Selection and Evaluation of Learning Sites
	Department:	Family Medicine
	Section:	Administration
	Approved By:	Executive Management
Policy & Procedures	Approval Date:	September 12, 2018
	Effective Date:	September 12, 2018
	Scheduled Review:	September 12, 2023

1.0 Purpose To establish a policy for the selection and evaluation of learning sites to support undergraduate and postgraduate medical education within the Department of Family Medicine (DFM).

2.0 Definitions For the purpose of this policy:

2.1 **Learning Sites:**

A clinic, hospital or other facility that contributes to learners' educational experiences.

These include:

- DFM Teaching Clinics (Urban, Northern Remote), serving as "home" sites for postgraduate residents
- DFM Family Medicine Enhanced Distributed Medical Education Centres (FM EDEC) (Bilingual, Rural), serving as "home" sites for postgraduate residents
- All other sites where DFM clinical/academic teaching occurs

2.2 **Learners:**

- Undergraduate medical students
- Postgraduate DFM residents

2.3 **Program:**

- Undergraduate Program
- Postgraduate Program (Core, Enhanced Skills)

2.4 **CFPC:**

- College of Family Physicians of Canada

3.0 Policy

- 3.1 Learning Sites are **selected** based on approved criteria as established by the Program to meet the educational experiences and requirements of the respective learners.
- 3.2 Learning Sites are **evaluated** based on approved criteria as established by the Program every two years or more frequently if required, to ensure the educational experiences and requirements of the respective learners are being maintained.
 - 3.2.1 A site visit or comprehensive assessment of each learning site should occur at least once during each 6-year CFPC accreditation cycle, or more frequently as determined by the DFM Associate Heads and Director(s) for the Undergraduate and Postgraduate Programs.

4.0 Procedures **Selection**

- 4.1 Potential learning sites will be reviewed and approved by the DFM Associate Heads and Director(s) for Undergraduate and/or Postgraduate Medical Education or designate with support from the Residency Program Committee and/or Undergraduate Committee.
 - 4.1.1 The potential learning site will be required to complete an initial survey (Proposed Learning Site Initial Survey).
- 4.2 After the Program receives the completed survey, the DFM Associate Heads and Director(s) for Undergraduate and/or Postgraduate Medical Education or designate will determine whether the potential learning site is eligible for further consideration. If yes, a site assessment will be conducted by the DFM Associate Heads and Director(s) for Undergraduate and/or Postgraduate Medical Education or designate.
- 4.3 During the site assessment, a detailed checklist (Checklist for Learning Sites) will be used to help guide the determination whether the potential learning site is able to meet the educational experiences and requirements of the respective learners.
- 4.4 Based on the results of the site assessment, the DFM Associate Heads and Director(s) for Undergraduate and/or Postgraduate Medical Education or designate will determine whether the potential learning site will be approved.
- 4.5 Once approved, University of Manitoba academic appointments (Nil-salaried appointments) will be administered for all incoming clinical/academic faculty to meet accreditation and university standards/requirements.

Evaluation

- 4.6 The Residency Program Committee and Undergraduate Committee will maintain a schedule for learning site evaluation every 2 years or more frequently if required, to ensure the educational experiences and requirements of the respective learners are being maintained.
- 4.7 At the completion of each academic year, the Residency Program Committee and Undergraduate Committee will identify the learning sites requiring evaluation and request that they complete a self-assessment survey (Self-Assessment Learning Site Survey).
 - 4.7.1 Based on the results of the self-assessment survey, the DFM Associate Heads and Director(s) for Undergraduate and/or Postgraduate Medical Education or designate will determine whether the training site continues to be able to meet the needs of learners or the corrective actions required to maintain their status as a learning site. If corrective actions are identified, a site visit or comprehensive assessment may be required.
- 4.8 The Residency Program Committee, Undergraduate Committee and any applicable sub-committees will also utilize other assessments to evaluate learning sites (e.g. Rotation Assessments, Learning Environment Assessments, End of year Learner Reports, Educational Event Assessments, etc).
- 4.9 A site visit or comprehensive assessment of each learning site will be facilitated by the DFM Associate Heads and Director(s) for Undergraduate and/or Postgraduate Medical Education or designate once during each 6-year CFPC accreditation cycle.

5.0 References

- 5.1 Proposed Learning Site Initial Survey, Department of Family Medicine ([Hyperlink](#))
- 5.2 Checklist for Learning Sites, Department of Family Medicine ([Hyperlink](#))
- 5.3 Self-Assessment Learning Site Survey, Department of Family Medicine ([Hyperlink](#))