



Accreditation: Step-By-Step Process

Supersedes: none

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Phase 1: Save the files and sort out who is doing the review

1. Receive or be delegated a submission triggered response from the accreditation survey
2. Download the attachment pack from the Qualtrics link at the bottom of the triggered email
3. Save a PDF copy of the original triggered email in to the shared drive:
Shared\Shared_Docs\AccreditationCertification\Accredited & Certified Programs\Currently under review
4. Log into Qualtrics itself, specifically the "CPD DEPT" account- download the complete response report for the file in question. *Sometimes things are easier to read in one of the triggered email or the complete response report and it is helpful to have both.*
5. Save all of these files in a new folder that you make and title in the "Currently under review" section of the Accreditation/Certification Folder of the Shared Drive.

Phase 2: IS EVERYTHING THERE?

6. Review the application line-by-line and track your progress in the shared drive CPD Spreadsheet (located in the Accreditation Certification folder).
 - a. Step one, verify that if they are applying to CFPC they have a Family physician on the planning committee, same deal for royal college but with a specialist
 - b. Step two, Is there a Queen's Faculty member somewhere on the planning committee? There absolutely must be for any CFPC application. It's not as big of a deal for the Royal College.
7. Do you have completed COI Disclosures from every speaker and planning committee member? If you do not, you cannot finalize the accreditation until you do. You can continue to review to help them along, but you cannot grant the accreditation until all of them have been completed.



- 8. As you notice concerns or revisions, start a word document of the requested revisions and organize them by question from the survey. Be especially strong on:**
- a. Learning objectives being compliant- check in with the “CFPC learning objectives guide”
 - i. Are the learning objectives sufficiently connected/mapped to CanMEDS?
 - b. Needs assessment being sufficient.
 - i. Does it represent the audience? Did they survey or consider the people who will be learning in the program?
 - ii. Is it within the last 2 years?
 - iii. Does it synthesize information from at least two sources (literature, surveys, evaluation, expert opinion)?
 - c. Do marketing materials comply with the national standard?
 - i. Clear biases? Are disclosures are there?
 - d. Are all the appendices there and complete?
 - i. Disclosures from all the planning committee and each speaker?
 - ii. Needs assessment that shows that they have strongly considered a variety of evidence?
 - iii. Certificate template?
 - iv. Meeting minutes or committee communications?
 - v. Agenda that shows what folks will be learning?
 - vi. Budget that shows all program expenditures and revenue detailing sponsorship or not
 - vii. Met or exceeded the post-program evaluation standard with all the mandatory questions (Below)?
 - 1. Did you perceive any degree of bias in any part of the program (Y/N)
 - 2. Did the program meet its stated learning objectives (Y/N)
 - 3. Did the program enhance my knowledge (Y/N)
 - e. Does the application meet the criteria for the type of credit and college they are applying to?
- 9. When you have completed the review, if there are any concerns with it, respond to the applicant directly (CC me), detail the concerns and attach the**



retake survey link from Qualtrics for their specific response, it's under data and analysis, look for the specific program, click on the actions arrow in the right submission's row and select retake response, you'll include this link in the survey for them to revise and resubmit. If it's just appendices that need revision, sort that out via email.

10. As needed check in with Terry or Richard on Teams for any questions.

Phase 3: Wrap up (Every 10th file is audited, keep tally and auto-refer for consultation with another accreditor)

1. Is everything chronicled in the Accredited & Certified CPD Spreadsheet?
2. If yes, then fill in the NoR Form for the program (if they obtained RC credits), save a copy in the program folder and send the NoR form to the Royal College (notificationofreview@royalcollege.ca)
3. Then if applicable, login to the CERTplus website for CFPC and fill in an application. Username: cpd.che@queensu.ca; Password: Queens175! Select 'University Program Manager' and then create a new application with the details.
4. **For CPD**, Then create a cover page from the template in the Accreditation folder. Fill in the form and send it to pam.clark@queensu.ca and CC cpd.che@queensu.ca and the Director of CPD. Most CPD files are the standard fee (Min \$500>20PP for in between>Max \$2000), FD files are ALMOST always no fee.
5. Then send the successful accreditation email from the template to the applicant and the chair of the planning committee. Fill in the details from the spreadsheet and the application. CC cpd.che@queensu.ca for CPD and fac.dev@queensu.ca for FD
6. Migrate the finalized folder into the appropriate storing folder under CPD or FD programs. Almost always External programs, check with Terry on Teams if unsure.

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