

COUNCIL OF
**ONTARIO FACULTIES
OF MEDICINE**

An affiliate of the Council of Ontario Universities

**POSTGRADUATE EDUCATION COMMITTEE OF COFM
OFF-SITE ACCREDITATION CHECKLIST**

**Approved January 2003
Revised August 2009**

This Off-Site Accreditation Checklist provides a template for local use by the Postgraduate Medical Education (PGME) Offices in the accreditation of clinical practice sites for residents. The checklist is consistent with the conjoint A-Standards of the Royal College of Physicians and Surgeons of Canada and the College of Family Physicians of Canada.

Program Directors and Site Coordinators are responsible for communicating with each other to ensure all of the following essential aspects of site accreditation have been addressed. The PGME Offices and Program Directors hold ultimate responsibility for site accreditation.

Date of Review by Program

Director: _____

Site: _____

Site Coordinator: _____

Program: _____

Hospital/Organization: _____

Affiliation Agreement with

University: _____

Contract for Non-CAHO Hospital: _____

RCPSC A.1, UNIVERSITY STRUCTURE:

	(√)
Policy of Residency Education	
Credentials	
Appointments	
Supervision Policy	
Evaluation Policy	
Resident Training Committee (RTC)	

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Resident Representation on RTC	
Goals and Objectives	
Faculty Evaluation	
Appeals Mechanism	
Policy on Harassment / Intimidation	
Faculty Development Opportunities	

RCPSC A.2, SITES FOR POSTGRADUATE MEDICAL EDUCATION:

	(√)
Supervision Policies	
Quality Assurance / Improvement	
Mortality Reviews	
Patient Care Quality Reviews	
Reviews of Use of Diagnostic Procedures	
Policies to Address Resident Occupational Health & Safety	
Medical Records	

OTHER POLICIES:

	(√)
PAIRO-CAHO Contract Compliance	
Policies to Monitor Call Schedules, Vacation/Other Leave, Parental Leave.	
Physical Facilities and Communication Tools	