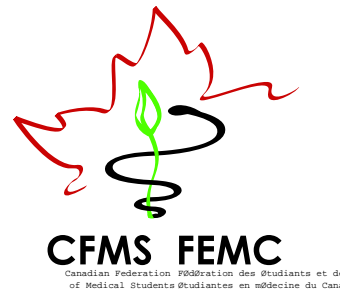


ACCREDITATION

PROCEDURES TIMELINE



Pre-Survey

LCME Secretariat

The accreditation of Canadian medical schools is done jointly by the Liaison Committee on Medical Education (LCME) and the Committee on Accreditation of Canadian Medical Schools (CACMS). To achieve this, a LCME representative sits on each Canadian Medical school survey team. Only one survey report is produced, but it is separately reviewed by the CACMS and LCME Committees. Separate decisions are reached. The CACMS Secretariat and the LCME Secretariat review the separate decisions reached and produce one final decision that is communicated to the school. Eighteen months beforehand, the CACMS Secretariat contacts the medical school to establish the date for the site visit.

- Survey visits usually are scheduled between late September and mid-May.
- Full visits run from a Sunday afternoon through the following Wednesday afternoon
- Eighteen months before the site visit, the medical school is sent materials and instructions, so that they can compile a medical education database and undertake an Institutional Self-Study (ISS).
- Three months before the site visit, the survey team and school are mailed information regarding the program's recent accreditation history, composition of the survey team, and background materials regarding conduct of the site visit and writing of the survey report.

Faculty of Medicine of the School Undergoing an Accreditation Site Visit

The school completes the medical education database within three or four months, so that it can be used as the basis for the Institutional Self-Study (ISS).

- The dean appoints an ISS Steering Committee and subcommittees corresponding to the main elements of the database. There are student members on each of the ISS Subcommittees.
- The database and a summary of the self-study are mailed to the LCME and CACMS Secretariats. The survey team receives the ISS and the database three months before the site visit. Normally each survey team in Canada has one student member.
- Students in a school preparing for accreditation are expected to organize their own self-study of the educational program, courses and curriculum, student support services, and the environment for learning. They should be members of various committees conducting the institutional self-study.
- Two meetings are normally held with the survey team and students during the site visit. One meeting is with students in first and second year (pre-clerkship) and another with students in third and fourth year. When the school has a distributed program, the survey team will send members to the main sites for part of the site visit and will meet with students at each site.

Post-Survey

The team secretary will collate written sections from each team member into a survey report that describes the program of education and accounts for the school's compliance with each of the standards of accreditation.

A draft version of the report is sent to both Secretariat offices (CACMS and LCME) for a preliminary review to verify that the report is complete and adequately documents the team's findings. It is then circulated to team members and to the dean for review.

Normally, the Dean communicates with the Team Secretary to ensure that the report is accurate and the tone of the report is appropriate. If the dean disagrees about the tone, or any points of fact, in the draft report and cannot resolve those concerns with the survey team, he or she may provide any relevant evidence or arguments in writing to CACMS, and the letter will be included in the CACMS/LCME review of the report.

The CACMS Committee and the LCME Accreditation Committee separately review the survey report. Two committee members from CACMS and the LCME are assigned to the report and produce an analysis that is presented to the respective accreditation committee. Canadian schools are reviewed by 4 committee reviewers (2 from each accreditation committee) and then by each of the 2 accreditation committees. This provides a great deal of objectivity to the review process and the school actually receives richer feedback as a result. The CACMS and LCME Committees each make a decision regarding the accreditation status of the school. The Chairs and the Secretariat of the two committees subsequently meet to review and reconcile a final decision. This decision is communicated to the Provost of the University and the Dean of the Faculty of Medicine.

See the ramifications document for the different types of accreditation statuses and ramifications of not receiving full accreditation.

Revised October 2008