

## ON-SITE SURVEY SCHEDULE • UNIVERSITY OF

Residency Program

Surveyor

Date

Time

Program Director

Program Administrator

Contact Information – phone, address

TIME	MEETING <small>Name(s) and Title(s) of attendees</small>	LOCATION <small>Hospital/Building/Site, Room Number</small>
07:30 – 07:45	<b>EXIT MEETING WITH PREVIOUS PROGRAM</b> - when required	
07:45	<b>PICK UP AT HOTEL</b> - after exit meeting with previous program - if no exit meeting scheduled, pick up should be at 07:30	
45 min	<b>DOCUMENT REVIEW</b> - <b>MUST</b> be scheduled at the beginning of the review	
60 min	<b>PROGRAM DIRECTOR</b> - <b>MUST</b> be scheduled following the document review	
30 min	<b>** DEPARTMENT / DIVISION CHAIR</b>	
60 min	<b>** RESIDENT(S)</b> - groups of 12 residents - for larger programs, can be arranged by PG year or by grouping junior & senior residents. - off-site residents unable to be present during the meeting, could participate by teleconference or videoconference. - graduates of the program should not be included.	
60 min	<b>** FACULTY / TEACHING STAFF</b> - only required when faculty/teaching staff have special input in the residency program and are not involved in the Residency Program Committee. This is primarily the case in larger programs. - often in smaller programs, faculty/teaching staff meet with the surveyor during the Residency Program Committee meeting. If this is the case, a separate faculty/teaching staff meeting would not be required, unless the program wishes to include one in the schedule.	
60 min	<b>RESIDENCY PROGRAM COMMITTEE</b> - <b>MUST</b> scheduled as the last meeting of the review. - Program Director attends the first half of the meeting. - when Faculty are members of the Residency Program Committee, they could chose not to attend the meeting with Faculty/Teaching staff.	
16:00	<b>TRANSPORTATION TO HOTEL</b> - meetings should end no later than 16:00 and return to the hotel by 16:30	
07:30 – 07:45	<b>EXIT MEETING WITH PROGRAM DIRECTOR</b> - the next morning following the conclusion of the review	
<b>ALSO INCLUDE:</b>		
15 min	<b>BREAKS</b> - include 15 minutes in the morning - when a full day of review also include a break in the afternoon	
+15 min	<b>LUNCHES</b> - combine with one of the meetings and scheduled as a working lunch - add 15 minutes to the meeting time	
<p><b>NOTE: ** Meeting with the Department/Division Chair, Residents, and Faculty can be scheduled anytime after the meeting with the Program Director and prior to the meeting the Residency Program Committee.</b></p>		