



## Postgraduate Medical Education Office Training Site Selection and Review Policy

Varied training sites for McGill PGME programs provide PGME trainees with excellent and varied clinical exposure, supervision, teaching, and coaching opportunities, and a learning environment conducive to growth and development of mastery.

### Training Site Requirements:

All training sites comply with relevant accreditation standards, regulations, and policies:

- 1) CanERA Standards of Accreditation, the Fédération des médecins résident.e.s du Québec (FMRQ) Collective Agreement, and McGill Faculty of Medicine and Health Sciences (FMHS) policies.
  - a. Appropriate faculty resources and supervision (CanERA 4.2.1)
    - i. At least one clinical supervisor has McGill Faculty appointment.
      1. If none have McGill Faculty appointment, then at least one must obtain appointment via the discipline's corresponding Academic Excellence Centre (AEC).
    - ii. Clinical supervisors facilitate PGME trainees' attainment of competencies (CanERA 3.3.1):
      1. There is trainee level-appropriate supervision (CanERA 5.1.1, FMRQ 10.04)
      2. There is a safe and positive learning environment (CanERA 5.1.2 and 5.1.3)
      3. There are approved trainee assessment tools (ITERS, EPAs, etc) (CanERA 3.4.1.7)
    - iii. One supervisor is identified as responsible/lead for that site (CanERA 2.3.2).
      1. The site is represented at the Program Committee (CanERA 1.2.1.1)
      2. The site lead has McGill FMHS faculty appointment
    - iv. There is a procedure for PGME trainee orientation (to hospital and to training experience) at the start of each PGME trainee's training experience
    - v. There is a procedure for feedback to clinical supervisors (CanERA 7.1.1)
  - b. Appropriate clinical exposure (CanERA 4.1.1 and 4.1.2)
    - i. Adequate case mix/variety and volumes
    - ii. Adequate patient load
    - iii. Call requirements (FMRQ 12) as applicable
    - iv. Opportunity to perform procedures appropriate to discipline
  - c. Appropriate physical and technical resources (CanERA 4.1.2, 4.1.3.3 and 4.1.3.4)
    - i. Computer & internet access, telephone, library (FMRQ 13.07)
    - ii. Parking (FMRQ 19.01-19.03)
    - iii. Work apparel and pager (FMRQ 20)
    - iv. On-call room (if required) and trainee lounge (FMRQ 21.01)
    - v. Meals (FMRQ 22)
    - vi. Diagnostic testing platform
    - vii. Other clinical services as required (emergency department, inpatient units, ICU, OR, various other disciplines)
  - d. The program has a well-defined process to select, organize and review all training sites (CanERA 2.3.1.1)
- 2) McGill Distributed Medical Education office regulations for applicable sites within the McGill RUISSS.

### Training Site Selection Process:

#### Program steps:

Faculty of Medicine and Health Sciences  
Postgraduate Medical Education  
680 Sherbrooke West, Suite 1701  
Montreal, Quebec, Canada, H3A 2M7  
[Prerecords.med@mcgill.ca](mailto:Prerecords.med@mcgill.ca)

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680 Sherbrooke Ouest, Suite 1701  
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- 1) Verification whether the site is already accredited in the discipline by the Collège des médecins du Québec (CMQ) on the [CÉMA](#) Liste des agréments
  - a. Each individual site is accredited by site and by discipline. A separate application must be done even if the site is previously accredited in a separate training discipline.
- 2) Discussions between program director (PD)/program administrator (PA) and candidate training site lead supervisor to determine site appropriateness.
  - a. The training site lead supervisor has McGill appointment. Faculty appointment is completed prior to completion of the CMQ training site application webform.
- 3) An on-site visit by PD/PD delegate and trainee representative for all sites outside of McGill core training sites.
- 4) Discussion and approval of site by the Program Committee. (CanERA 1.2.2.3 and 2.3.1.1)
- 5) If the site is outside the McGill RUISSS, then PD contacts the PD of the RUISSS-affiliated university for their approval (co-signed by the Associate Dean of the RUISSS-affiliated university) of McGill accreditation of the site in that discipline.
- 6) Completion of the CMQ application webform after Program Committee approval:  
[Demande](#) d'ajout ou de retrait d'un milieu de formation
- 7) For out-of-hospital/GMFU/CLSC clinical training sites ("community/private clinics"):
  - a. The completed McGill FMHS Letter of Agreement is sent to the PGME Office ([pgrecords.med@mcgill.ca](mailto:pgrecords.med@mcgill.ca)), along with the completed CMQ application form.

PGME Office steps:

- 1) The PGME Office reviews the CMQ webform application, determines suitability of training site and submits the application to the CMQ Comité des études médicales et de l'agrément (CÉMA).
- 2) Upon being advised of approval by the CMQ, PGME advises the program of the status of the site.

Training Site Review Process:

- 1) The program plans a site review within 6 months of initial site accreditation by the CMQ CÉMA.
- 2) Subsequent site reviews take place as part of the program's scheduled continuous quality improvement (CQI) processes. (CanERA 9.1.1)
  - a. The process and decisions are documented in Program committee minutes.
- 3) For out-of-hospital clinic training sites
  - a. Every five years, the FMHS Letter of Agreement for out-of-hospital/GMFU/CLSC clinical training sites is renewed.
  - b. At the time of renewal, the PGME Office requests confirmation of the program's intention to renew the agreement with the training site.
    - i. The PGME Office receives the renewed FMHS Letter of Agreement from the program.
    - ii. Without a completed renewal, the PGME Office asks the CMQ CÉMA to withdraw site accreditation. Until accreditation is restored, trainees need a completed CMQ non-accredited site training request.
- 4) The PGME Office ([pgrecords.med@mcgill.ca](mailto:pgrecords.med@mcgill.ca)) annually verifies:
  - a. With training site lead supervisor if they remain in their role (or who has replaced them).
  - b. With programs whether the training site continues to meet criteria for remaining a training site.
  - c. Expiration dates of agreements with training sites who have a Letter of Agreement with McGill University. Those with upcoming agreement expirations are prompted to renew their Letters of Agreement.

Training Site Withdrawal Process:

- 1) If a site is no longer suitable as a training site, if no PGME trainees have trained there for at least three years, if there is no longer a site lead supervisor with McGill faculty appointment, and/or if a site has not renewed its Letter of Agreement with McGill University, then site accreditation is withdrawn.
- 2) Programs can do this on their own (if their RPC deems the site can be withdrawn) or PGME may prompt a program to do so.



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- a. Completion of the CMQ application webform: [Demande](#) d'ajout ou de retrait d'un milieu de formation
- b. The PGME office reviews the submitted form and, when approves, submits it for review at the CMQ CÉMA.
- c. The PGME office advises the program once the CMQ site accreditation status is changed.

NB: The process for McGill PGME trainees requesting permission to train at a site accredited by another Québec university (Québec inter-university training experiences/rotations), is found at <https://www.mcgill.ca/pgme/current-trainees/while-training/elective-rotations/quebec-inter-university-elective-rotations>

**History: Since the last onsite accreditation visit 2019**

Policy approved December 12<sup>th</sup>, 2018

**Advisory:**

Reviewed: December 2024

Approved: February 5<sup>th</sup>, 2025

**FPGEC:**

Approved: February 26<sup>th</sup>, 2025

Next planned policy review 2028

Central PGME policies take precedence over all program-specific policies.