

Overview of the 2017 Canadian Medical Association (CMA) Accreditation Process Requirements and Criteria

The accreditation process is designed to ensure national standards for educational programs, thereby contributing to the competency of graduates and the quality of patient care in Canada. Programs seeking accreditation are required to demonstrate that they are compliant with numerous quality measures (criteria). The accreditation process is divided into two parts. Phase I entails the submission of hard-copy evidence which demonstrates compliance with the criteria. Phase II involves a site survey by a CMA survey team. During the site survey, the survey team will conduct numerous interviews with stakeholders (including Course Directors), review additional hard-copy evidence and tour facilities.

There are five major requirements of accreditation, each with a number of supporting criteria. The major requirements (including highlights of specific criteria) are as follows:

Requirement 1.0 The program enables students to attain the competencies specified in the national competency profile for the profession.

Examples of evidence required include:

- A cross-referencing exercise of the national entry-level competency profile to the program, typically illustrated as a matrix linking each competency to the course objectives
- Course outlines
- Policies and procedures for formative and summative assessment
- Examples of each evaluation tool used
- Performance criteria used for assessment of student competency
- Verifiable data on student learning outcomes

Requirement 2.0 The program supports the students' educational interests and protects their rights.

Examples of evidence required include:

- Measures to ensure student safety in each component of the program
- A list of published materials that illustrate that students receive information on the formative and summative evaluations in the program
- Policies and procedures for students to address academic concerns
- Admission policies and procedures

Requirement 3.0 The program's resources are adequate to support student learning and attainment of the required competencies.

Examples of evidence required include:

- Names, professional credentials (or academic qualifications), specialties and roles of personnel involved in the program
- Experience profile of personnel who are currently involved with student supervision and evaluation at didactic site(s)
- Policies or practices regarding the human resources for the program at didactic and clinical sites

- Student and personnel feedback that demonstrates that sufficient human resources are available for student education
- Inventory of learning resources for the program

Requirement 4.0 The program is managed effectively and its structure facilitates student education throughout the program.

Examples of evidence required include:

- A list of all program sites and signed agreements for each
- Organizational chart for the didactic program site showing the reporting/functional relationships of personnel and program committees
- A list of the person(s) with accountability for strategic planning; agreements with partner sites; ensuring adequate resources for the program; ensuring effectiveness of program delivery; approving changes to policies, curriculum and course outlines; program evaluation and continuous quality improvement
- Outcomes or accomplishments that illustrate effective coordination of student education throughout the program
- Evidence of the fulfillment of stated responsibilities for student education at each site

Requirement 5.0 The program's evaluation process results in continuous quality improvement.

Examples of evidence required include:

- Policy and procedures for evaluation of program components and the evaluation of the overall program
- Instruments used to collect data on student satisfaction, staff satisfaction, graduate satisfaction, student completion rates, employer satisfaction and employment rates
- Details of program improvements, demonstrating timely responses to evaluation data
- Process for the ongoing monitoring of accreditation requirements to ensure compliance

Key Timelines

Collection of evidence and program data	Due March 13, 2017 (internal deadline)
Internal review and approval process	Due March 20, 2017
Phase I Submission	Due April 3, 2017 (to CMA Survey Team)
Phase II Site Survey	October 2 – 4, 2017

Please direct any questions or concerns regarding the accreditation process to:

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