

IN-PRACTICE ASSESSMENT OVERVIEW

As it is particularly important to employ a very rigorous assessment process for Forensic Pathology due to the medico-legal nature and expert witness elements of the specialty the Specialty Committee feels it is mandatory for applicants to have their competencies assessed by Royal College assessors before eligibility to the certification examinations can be considered. These assessors are practicing forensic pathologists, who have been vetted by the Royal College as meeting the standard of a fully practicing specialist.

When to apply for an in-practice assessment:

An applicant can proceed to the in-practice assessment once the specialty committee has reviewed and approved his/her scope of practice, the credentials agent will require a completed application form to the in-practice assessment only at this time.

Fee for the in-practice assessment:

The 2014 fee is \$2950 (Canadian dollars, 2014 subject to change).

Where does to the assessment take place?

As the in-practice assessment generally takes place at the facility where the applicant currently works at, assessments start at 8:30 and generally finish at 4:30.

Preparing for the assessment

Please review the instructions on page 2 & 3. We suggest that applicants discuss the following requirements with their supervisor prior to providing these details to the credentials agent.

Eligibility & registration to the certification examination:

Upon success at the in-practice assessment, a letter granting full eligibility to the certification examinations will be sent to the applicant; certification is only granted upon success at the certification examination.

CONTACT THE CREDENTIALS UNIT:

By Mail:

Royal College of Physicians and Surgeons of Canada
Credentials Unit
774 Echo Dr.
Ottawa, ON, Canada K1S 5N8

By phone: 1-800-267-2320

By fax: (613) 730-3707

By email: per-sub@royalcollege.ca

Part 1: Autopsy

- You will be asked to perform an autopsy.
- Two assessors will be in the room with you to observe your performance.

Part 2: Practice Audit Review

Charts will be reviewed by the assessors prior to the in-practice assessment.

You must:

- Obtain a release of information from your Chief Coroner/Chief Medical Examiner's office to allow the charts to be sent off site for review by the assessors.
*As we already have a release of information on file from Alberta, Manitoba, and Ontario, if your practice is in one of these three provinces we **do not need** you to provide an additional release of information.*
- Make two copies of each case (one for each assessor); include formal reports and the working notes for each case. Copies of images must accompany the 4 homicide/criminally suspicious cases; images can be provided for the other cases if you feel they will assist the assessors with their review
- Remove all identifying information from the cases
- Attach the Practice Audit Report Cover Page to each case
- Send cases to the Royal College **a minimum of three weeks** prior to your in-practice assessment
Royal College of Physicians and Surgeons of Canada
Credentials Unit
774 Echo Dr.
Ottawa, ON K1S 5N8

Selecting cases for review:

- You are required to select 10 cases for review
- You are to select cases you feel are best for evaluation and which are reflective of your current Canadian practice in the last 5 years.
- Include any relevant ancillary reports, which include one each of:
 - Asphyxia (homicide or criminally suspicious)
 - Sharp force (homicide or criminally suspicious)
 - Blunt Force (homicide or criminally suspicious)
 - Gunshot wound (homicide or criminally suspicious)

AND

 - Motor vehicle collision
 - SIDS/SUDI
 - Drug related death
 - Natural adult other than cardiac
 - Natural child
 - Undetermined cause

All material will be retained by the Chief Coroner/Chief Medical Examiner's office until the FITER/CCR is completed and the candidate is notified by the Royal College about their eligibility to sit the exam.

Part 3: Interview with Assessors

- You will have an interview with the assessors which will cover any outstanding CanMEDS related questions which they may have which are not addressed through an autopsy or autopsy report reviews.

IMPORTANT NOTES:

The following information is required before we can arrange the in-practice assessment.

Complete and return this application form to credentials to

By fax: (613) 730-3707

per-sub@royalcollege.ca

- You will receive email confirmation that your application has been received.
- You will be contacted directly via email when we have confirmed the date for your in-practice assessment.

1. IDENTIFICATION
Surname:
Middle Name(s):
Given Name:
Royal College ID:
Home email: <input type="checkbox"/> Business email: <input type="checkbox"/>
2. ATTACHMENTS
A. Attach any confidentiality agreements that your facility requires to be signed by the two Royal College appointed assessors.
B. Attach a release of information from your Chief Coroner/Chief Medical Examiner's office to allow the charts to be sent off site for review by the assessors prior to the assessment. <i>As we already have a release of information on file from Alberta, Manitoba, and Ontario, if your practice is in one of these three provinces we <u>do not</u> you to provide an additional release of information.</i>
Copies of the 10 selected cases do not need be sent in at this time. Cases are to be sent to the Royal College a minimum of three weeks – we will provide you with a deadline for submitting the 10 cases once we have arranged a date for the in-practice assessment.

3. FACILITY INFORMATION

A. Name and street address of facility where you are currently working:

Generally the in-practice assessment takes place at the facility where the applicant is currently working.

B. Name and contact information of your supervisor at the facility

We will contact your supervisor to ensure the arrangements have been made for the in-practice assessment.

Name:

Email:

Telephone:

C. Dates of availability for the one day assessment for both the facility and the applicant:

3.1 The applicant will need to ensure the availability of:

- The autopsy suite for an observed autopsy.
- The availability of a meeting room (which can accommodate three people) for the day.
- Refreshments and lunch for the two assessors.
- An office with a microscope
-

3.2 Provide dates of availability for the *next two months*:

D. Provide a name of a hotel(s) close to the facility for assessors' accommodations.

Name of hotel:

Address of hotel:

Practice Audit Report Cover Page

NOTE:

- Print 20 copies of this page
- Attach this the front of each case

Chart ID Number

Type of Case

- Asphyxia
- Sharp force
- Blunt Force
- Gunshot wound
- Motor vehicle collision
- SIDS/SUDI
- Drug related death
- Natural adult other than cardiac
- Natural child
- Undetermined cause

Images Provided

- Yes No

Notes:

CREDIT CARD AUTHORIZATION FORM

ONE TIME USE ONLY

I authorize the Royal college to charge the non-refundable assessment fee to my credit card for the amount indicated.

NAME OF APPLICANT: _____
(PLEASE PRINT)

Amount \$

Mastercard _____ Visa _____ American Express _____

Card Number: _____

Expiry Date (MM/YY): _____ / _____

Cardholder's name: _____
(PRINT CLEARLY)

Cardholder's signature: _____

****Please note: The Royal College will charge the credit card in Canadian dollars.**

Royal College use only

ID number: _____

Specialty Name : _____

Specialty Code: _____

Financial Rev Code: _____

Agent initials: _____

Provide any confidentiality agreements that your facility requires to be signed by the two Royal College appointed assessors.

Cover Page

Provide a release of information from the applicant's Chief Coroner/Chief Medical Examiner's office to allow the charts to be sent off site for review by the assessors prior to the assessment.

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