



October 19, 2020

To: Areas of Focused Competence (AFC) Directors
Chairs and Members, AFC Committees, Subcommittees and Working Groups

CC: Adam Ray, Manager, PGME Accreditation Development, Educational Standards Unit
Chantal Benoit, Manager, Credentials Unit
Lisa Gorman, Manager, Educational Strategy, Innovations and Development (ESID)
Jennifer Stewart, Manager, Specialty Standards, Specialties Unit (SU)
Chris Farley Ratcliffe, Manager, Specialty Support, SU

From: Linda Rumleski, Program Manager, AFC, ESID

Re: Change reminder – new model of assessment for accredited AFC programs, process for new trainees starting training, and additional guidance

For some accredited AFC training programs, September was the first opportunity to welcome new trainees to your program since the new model of assessment was launched in March 2020. This memorandum is intended to serve as a change reminder and an opportunity to provide clarification of the process for new trainees. Additionally, we're also seeking to offer some additional guidance on implementing the new model of assessment.

New trainees

All new trainees in active accredited programs will be invited by the Credentials Unit to apply for assessment. Submitting an *AFC Application Form* confirms the trainee's intent to pursue the AFC credential through the accredited program.

We need your help with this process! Please provide the [Credentials Unit](#) the name of any new trainee who registers in your accredited program at any time during the year. When the Credentials Unit learns of a new trainee, they will check the discipline's eligibility requirements in the *Competency Training Requirements* (CTR) to determine whether the trainee can apply for the AFC credential. All trainees who meet the requirements in the CTR will be sent an application form as invitation to apply.

Only those trainees who submit an application and pay the assessment fee can be deemed eligible for the Royal College's AFC credential by the program. Payment to the Royal College is required

when a trainee submits an application form. This may be at the start of training or at any time during training. (More information about the payment of fees can be found in the attached *Frequently Asked Questions* (FAQ) document referenced below.)

To help trainees and programs become familiar with the new assessment model, we have prepared a step-by-step guide on the process to have one's credential recognized by the Royal College. This guide outlines the steps required for both AFC Directors and trainees, including how a trainee can apply. We encourage you to share this one-page document with registered trainees and, if you wish, program faculty.

Additional guidance on implementation

During the summer, we spoke to many AFC Directors about implementing the new model of assessment. The feedback you provided during those conversations identified areas where more information was required to ensure successful implementation of the new model. Collating the questions from those conversations, we created an FAQ document on the changes to AFC trainee assessment. The document provides additional guidance that may help you to implement the changes. We encourage you to share it with anyone in your program who could benefit from this information.

For reference, we've also attached the memorandum of March 2, 2020, announcing the new model of assessment, including the attachments that were circulated at the time.

Next Steps

Over the next few months, we will continue to operationalize the changes to trainee assessment at the Royal College. These activities include:

- Continuing to explore opportunities to grant the designation to trainees who completed training in an accredited program prior to the announcement of the new changes;
- Updating the public-facing Royal College website text to reflect the new model of assessment; and
- Disbanding the assessor pools for both the in-training and practice routes, inviting these volunteers to participate in other volunteer roles at the Royal College.

We welcome your feedback and questions throughout the process. Please do not hesitate to contact me or the leads listed below:

- Accreditation – [Adam Ray](#), Manager, PGME Accreditation Development, Educational Standards Unit (ESU)
- Assessment and credentialing – [Chantal Benoit](#), Manager, Credentials Unit (CU), or [Gabby Khalil](#), Diploma Administrator, CU

We look forward to continuing to work with you over the coming months to make the reform of trainee assessment a successful and significant change for you, your program and the AFC category.

Sincerely,

A handwritten signature in blue ink that reads "Linda Rumleski". The signature is written in a cursive style with a large, looping initial "L".

Linda Rumleski
Program Manager, Areas of Focused Competence
(AFC)

LR/ep

Attached:

- Step by step primer - New assessment process for trainees in accredited AFC programs
- FAQ - Changes to AFC trainee assessment
- Memorandum March 2 2020 – launch of new model of assessment for accredited programs