COLLEGE OF PHYSICIANS
& SURGEONS OF ALBERTA

A step-by-step guide to PAF:

1. Complete your Practice Overview Questionnaire and Conflict of Interest Declaration (20 minutes)

The electronic form can be completed here: CPSA Practice Overview Questionnaire and Conflict of Interest Declaration

The questionnaire helps us to better understand your practice details and to assign an appropriate peer assessor.

If you're unable to submit the form **within 10 business days, or are a physician practicing solely as a locum, or are not involved in direct patient care or plan on retiring in the next 12 months,** please contact us at PAF@cpsa.ca.

2. Participate in a Practice Assessment

A variety of assessment tools are used to conduct this assessment remotely where able. The practice assessment involves:

1) Patient Record Review: (prep time varies)
An experienced CPSA peer assessor will review a selection of your patient records to identify practice strengths and opportunities for improvement. This record review is usually completed remotely through authorized access to your EMR. The peer assessor uses a standard assessment tool and looks for alignment with CPSA's Standards of Practice as well as thoroughness of histories and physical examinations. Assessment measures can be reviewed on the CPSA website here: PAF - Family Physician & General Practice Assessment Tool.

   If you use paper records, or a combination of paper records and EMR, you will be required to select and provide CPSA with a selection of patient records which are representative of your clinical practice. We will send you detailed instructions on how to select and ready records for review, as well as information about how to send the records securely. In some instances, an on-site practice visit may need to occur.

2) Chart Stimulated Discussion: (1-2 hours)
The peer assessor will arrange a time to connect with you by phone or secure videoconference. A selection of the reviewed patient records will be discussed between you and the peer assessor to gain a greater understanding of your clinical reasoning, judgement and management strategy.

2) Review of Office processes: (30-60 minutes)
   If necessary, the peer assessor will arrange a time to connect with the office manager to review standard office processes such as tracking of referrals, scheduling processes, and triage.

3. Review and reflect on your PAF Summary Report (60 minutes)
A CPSA Senior Medical Advisor (SMA) will write a summary report based on the information from your practice visit as well as your MD Snapshot-Prescribing reports available in your CPSA Physician Portal and other resources as needed. You will receive this summary report for review and self-reflection. The report will identify strengths and opportunities for practice improvement.

4. Implement practice improvements, as required (time varies)
If no further assessment or ongoing support from the Continuing Competence program at CPSA is necessary, your PAF file will be closed.

If further intervention and support is deemed to be required, you will be referred to the Individual Practice Review (IPR) Program and assigned an SMA to coordinate your progress. Note: You will be responsible for the IPR fees and costs associated with any follow-up assessments and activities.