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CBME Oversight Committee Terms of Reference

Office of Accountability:	Faculty of Medicine & Dentistry (FoMD)
Office of Administrative Responsibility:	Postgraduate Medical Education (PGME)
Approver:	Associate Dean, Postgraduate Medical Education
Scope:	Terms of Reference. Compliance with this policy extends to all members of the PGME community.

Purpose

To address the FoMD vision in the domain of Education with respect to developing and delivering competency-based medical education for postgraduate programs.

1. RESPONSIBILITIES

The purpose of this Committee is to implement the Competency Based Medical Education (CBME) curricula at the post-graduate level. This includes the Royal College of Physicians and Surgeons of Canada (RCPSC) curricular change, entitled Competence by Design (CBD) and the College of Family Physicians of Canada (CFPC) CBME curriculum. For the CBD program the committee will ensure alignment of cohort launches of programs with the national plan. The Committee will provide program support through stewardship of resources and alignment of processes for effective and successful launches. The Committee will promote organizational readiness through a change management strategy that will include stakeholder engagement, project planning, skill development, and program evaluation.

2. MEMBERSHIP

- a. The membership will include:
 - i. Director, CBME, PGME (Chair)
 - ii. Ex-Officio (Voting):
 1. PGME members:
 - a. Associate Dean, PGME
 - b. Assistant Dean, PGME
 - c. Assistant Director, CBME, PGME
 - d. Technology Learning Analyst, PGME
 - e. Team Lead, Education, PGME
 - f. CBD Coordinator, PGME (Committee Administrator)
 2. FoMD members:
 - a. Associate Dean, Faculty Development, FoMD (to attend on an as-requested basis)
 - b. Director, Learning Science, UME

3. Up to ten (10) Members at Large, who must be currently involved with CBME programs as follows:
 - a. 5-8 Faculty (Teachers, Competence Committee Chairs, Program Leads, Program Directors)
 - b. One (1) PARA Resident Representative
 - c. One (1) Departmental CBD Coordinator or Program Administrator
4. CBD Resident Representative
 - a. Resident Lead, CBME Resident Subcommittee
- b. The term for each Committee member is one year, and renewal will be based on an annual review of contributions and committee direction. Each member commits to attending at least four Committee meetings per year and commits to completing tasks as assigned.
- c. PGME and FoMD ex-officio members are members by virtue of their administrative/faculty appointment and do not require annual membership renewal.

3. MEETINGS

- a. The Committee will meet every other month from September to June each year.
- b. Additional meetings may be scheduled on an as needed basis at the discretion of the Chair.

4. PROCEDURES

- a. Agenda and meeting materials will be pre-circulated unless otherwise noted
- b. Minutes will be kept and pre-circulated before each meeting
- c. Committee members cannot delegate their role on the Committee to another individual
- d. Committee members may recommend additional individuals for specific roles on the committee, as needed or requested
- e. Quorum is a minimum of one (1) representative from PGME and at least three (3) non-PGME committee members
- f. The Committee will make decisions by consensus

5. ACCOUNTABILITY

The Committee is Chaired by the Director of CBME who is then accountable to the Associate Dean of PGME.

DEFINITIONS

Definitions are listed in the sequence they occur in the document (i.e. not alphabetical).

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
Competency-Based Medical Education (CBME)	Competency-based medical education (CBME), is “an approach to preparing physicians for practice that is fundamentally oriented to graduate outcome abilities and organized around competencies derived from an analysis of societal and patient needs. It deemphasizes time-based training and promises greater accountability, flexibility, and learner-centeredness.” <i>Frank et al 2010</i>
Competence by Design (CBD)	Competence by Design (CBD) is the Royal College of Physician and Surgeons of Canada’s adaptation of CBME for specialist training. It is a

	multi-year initiative to implement an outcomes-based approach to learning and assessment in residency and specialty practice across Canada. The objective of CBD is to ensure physicians graduate with the competencies required to meet local health needs. It aims to enhance patient care by improving learning and assessment in residency.
Postgraduate	Refers to residents and fellows (with MD, DDS or equivalent degrees) in the various residency and fellowship programs of the Faculty in both medicine and dentistry.

APPENDIX I: Current membership

Most recent update: September 26, 2022

Position	Member	Term
Director, CBME, PGME (Chair)	Anna Oswald	Standing member
PGME Members		
Associate Dean, PGME	Lawrence Cheung	Standing Member, Voting
Assistant Dean, PGME	Sheryl Koski	Standing Member, Voting
Assistant Director, CBME, PGME	Alicia Strand	Standing Member, Voting
Technology Learning Analyst, PGME	<i>TBD</i>	Standing Member, Voting
Team Lead, Education, PGME	Tessa Cocchio	Standing Member, Voting
CBD Coordinator, PGME (Committee Administrator)	Joan Evans	Standing Member, Voting
FoMD Members		
Associate Dean, Faculty Development, FoMD	Mia Lang	Standing Member, Voting
Director, Learning Science, UME	Hollis Lai	Standing Member, Voting
Up to ten (10 Members at Large)		
Faculty	Jon Duff	1 year (renewable), Voting
Faculty	Matt Menon	1 year (renewable), Voting
Faculty	Mirella Chiodo	1 year (renewable), Voting
Faculty	Brandy Stauffer	1 year (renewable), Voting
Faculty	Simon Turner	1 year (renewable), Voting
Faculty	Jessica Foulds	1 year (renewable), Voting
PARA Resident Representative	Brandy Love	1 year (renewable), Voting
Departmental Program Administrator	<i>TBA</i>	1 year (renewable), Voting
CBD Resident Representative		
Co-Resident Lead, CBME Resident Subcommittee	Eric Bhatti Jacquelyn Paquet	1 year (renewable), Voting

Current number of voting members: 16