

## **POSTGRADUATE MEDICAL EDUCATION COMMITTEE PGME CBME & ASSESSMENT SUBCOMMITTEE**

### **TERMS OF REFERENCE**

**Approved by PGME Committee:** September 13, 2023  
**Date of Next Scheduled Review:** 2024

#### **PREAMBLE**

The Postgraduate Medical Education (PGME) Competency-Based Medical Education (CBME) & Assessment Subcommittee advises on the implementation and continuous improvement of Competence by Design (CBD) in the Royal College of Physicians and Surgeons of Canada (RCPSC) programs at Western University as well as ensuring that there is overall alignment with the College of Family Physicians of Canada (CFPC)'s Triple C curriculum.

The Subcommittee will ensure that there are clearly articulated policies, guidelines, and procedures governing resident and Area of Focused Competence (AFC) trainee assessment, progress, and decision-making regarding promotion, increasing professional responsibility and independent practice.

#### **POLICY AND STANDARDS REFERENCES**

- [Resident Assessment and Appeals Policy](#)
- [CanERA Standards of Accreditation for Institutions](#)
- [General Standards of Accreditation for Residency Programs](#)
- [CFPC 'Red Book'](#)

#### **GOVERNANCE**

The PGME CBME & Assessment Subcommittee is a subcommittee of the PGME Committee, and is accountable to the Associate Dean, PGME.

#### **MEMBERSHIP**

- Director, Curriculum and Assessment, PGME (Chair)
- Associate Dean, PGME
- Manager, PGME
- PGME Program Evaluation & Project Coordinator (CQI & Accreditation)
- PGME Education Developer
- PGME CBME Education Technology Specialist
- Program representatives such as CBME Leads or Competence Committee Chairs\* (PDs also welcome), distributed as follows:
  - at least one from Family Medicine
  - at least one from an AFC program

- at least two from a surgical specialty
- at least two from a non-surgical (Medicine, Psychiatry or Anesthesiology, etc.) specialty
- at least one from a laboratory or diagnostic specialty
- Resident Co-Chair, CBME Resident Advisory Committee (RAC)
- one Program Administrator Representative\*

\*Membership for these committee members will be for one-year, with opportunities for renewal.

Working Groups will be struck at the discretion of the Subcommittee.

## **MEETINGS**

The Subcommittee will meet on a regular basis, but no less than four (4) times per year. An agenda will be developed, and minutes circulated to all Subcommittee members.

## **RESPONSIBILITIES**

The Subcommittee advises the PGME Office on strategic planning in all areas related to competency-based medical education at Western University, including but not limited to:

- Maintaining a close relationship/collaboration with the RCPSC to ensure that the Subcommittee has a clear understanding of the RCPSC vision of CBME. This is particularly important, given the recent initiative from the RCPSC on enhanced flexibility for CBME program implementation.
- Recognize that there are unique obstacles and opportunities within each institution, discipline and program, and remain committed to providing flexibility around the implementation of CBME, allowing it to be meaningful, efficient and authentic.
- Relations with the CFPC to ensure that ongoing CBME initiatives are supported by PGME.
- Resources/infrastructure that will enable the successful adoption of CBME at Western University. This includes both physical and human resources.
- Support strategies for faculty, learners, and administrative staff.
- Information Technology strategy at Western that will support the implementation of CBME.
- Proposing and drafting new policies as needed to support CBME and resident and AFC trainee assessment.
- Consulting on existing policies and processes as it relates to CBME.
- Sharing best practices and assessment tools.