A supportive program administrator (PA) community can alleviate anxiety around the transition to Competence By Design (CBD).

Empowering PAs with the necessary tools and information for their work is key for a smooth transition to CBD.

**INTRO**
Competence By Design (CBD) is the Royal College of Physicians and Surgeons of Canada’s brand of CBME, and is being rolled out in phases across specialty programs. Program administrators (PA) play a critical role in the transition to CBME.

**METHODS**
A CBME PA subcommittee was formed in April 2018. The subcommittee developed terms of reference, met monthly, and identified key topic areas that would be important for PA development.

**RESULTS**
The objectives of the CBME PA subcommittee were to:
- Create a forum for PAs to meet and share information with one another
- Identify best practices, resources, and infrastructure to enable the successful adoption of CBD
- Support and promote the scholarly work of PAs

**DISCUSSION**
The CBME PA subcommittee provides a forum for PAs to ask questions; learn from their peers; and support each other by sharing templates, challenges, and wins.