

Postgraduate Medical Education

Executive Committee

Terms of Reference

Competency Based Medical Education (CBME) Executive Committee Terms of Reference

The CBME Executive committee is accountable to the Associate Dean, Postgraduate Medical Education, Faculty of Health Sciences. The committee is responsible for the overall oversight and strategic planning for the implementation of Competence by Design in the RCPSC programs at McMaster University as well as ensuring that there is overall alignment with the CFPC. Working groups will be set up to facilitate the implementation of CBME.

The directions of CBME will endeavor to adhere to the mission and policies of the Michael G. DeGroot School of Medicine. The Executive Committee is responsible for strategic planning in all areas related to competency based medical education at McMaster University, including but not limited to:

- Relations with the Royal College of Physicians and Surgeons of Canada - to ensure that the committee has a clear understanding of the RCPSC vision of Competency By Design.
- Relations with the College of Family Physicians of Canada to ensure that ongoing CBME initiatives are supported by PGME.
- Resources / infrastructure that will enable the successful adoption of competency by design at McMaster. This includes both physical and human resources.
- Support strategies for faculty, learners and administrative staff.
- IT strategy at McMaster that will support the implementation of CBD and will integrate with the national platform.
- Proposing and drafting new policies as needed to support competency based medical education. Available for consultation re existing policies as it relates to competency based medical education.
- Promoting scholarly activity related to CBME.

Core Membership:

- Director, CBME (Chair)
- Project Manager, CBME
- Faculty leads of working groups as they are defined e.g., faculty development, assessment, scholar
- Resident representation
- Program Director, Family Medicine or delegate
- Program Directors, RCPSC program (2)
- Assistant Dean, Postgraduate Medical Education
- Director, IT, Faculty of Health Sciences

The committee will meet on a regular basis (e.g., monthly). An agenda will be developed and minutes circulated to all committee members. A quorum is represented by half of the membership of the committee. Decisions are to be made by consensus.

Working Groups will be struck at the direction of the CBME Executive.

Final ToR: Approved at PGEC November 16, 2016

