

Postgraduate Medical Education

Program Administrator Competency Based Medical Education Subcommittee

Terms of Reference

Preamble:

Program Administrators will play a critical role in the implementation of competency based medical education. The PA-CBME Subcommittee are a group of Program Administrators who are able to assist and advise the Postgraduate Medical Education Office to help develop an infrastructure that will support the Program Administrators through this transition.

The focus will be on the Royal College CBD implementation; Family Medicine will be asked to be available as a resource for the committee. This could include the IT platform that will support CBME.

Terms of reference will be reviewed annually.

Membership:

- Manager CBME (Chair)
- Program Administrator representation from the CBD programs
- Director, CBME
- Program Assistant, CBME
- Family Medicine – corresponding member and invited as required

Goals and objectives:

- To create a forum for Program Administrators to meet and share information, for example, Lunch and Learn sessions, develop communiques, etc.
- To create best practices for Program Administrators as it relates to CBD.
- Identify resources / infrastructure that will enable the successful adoption of competency by design at McMaster.
- To support and promote scholarly work within Program Administrators.

The committee will meet on a regular basis (e.g., bi-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. This is a working group and are not a decision making committee. The CBME Office will provide support for the group.

June 18, 2018