

# CBME Faculty Development Plan 2022-2023



Dr. Ereny Bassilious  
(Chair)  
Lisa Colizza, CBME  
Lead(PGME)

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This Faculty Development Plan represents the activities of the CBME Office and CBME Faculty Development Committee to support those programs in the year prior to their transition to CBME/Competency by Design (Royal College of Physician and Surgeons). Workshops are applicable or generalizable to faculty and staff in Family Medicine, respecting their long history in a competency-oriented ‘Triple C’ curriculum. There is effort to revise annually to incorporate learned best practices and new resources. Careful consideration of those programs already transitioned informs planning to address ongoing faculty development needs as CBME implementation is iterative and evolving.

If you have any questions or suggestions relating to faculty development in CBME, please contact Lisa Colizza, CBME Lead at [colizza@mcmaster.ca](mailto:colizza@mcmaster.ca) and/or Dr. Val Mueller, Committee Chair at [muellevm@mcmaster.ca](mailto:muellevm@mcmaster.ca)



## Schedule of Events 2022/23

NOVEMBER 22	DECEMBER	JANUARY 23	FEBRUARY
<p><b>CBME Retreat</b> <i>Nov 9<sup>th</sup>/22 Ancaster Mill</i></p> <p><b>Townhall, Nov 11<sup>th</sup>, Dr. Parveen Wasi, Lisa Colizza, Committee Chairs</b></p>	<p><b>EPA Assessment in MedSIS with Resident Dashboard Demo, Dr. Ilun Yang, Cheyenne Reid (MedSIS)</b></p>	<p><b>Curriculum and Assessment Mapping, deferred</b> <i>*Curriculum mapping to mentorship model. Assessment mapping TBD</i></p>	<p><b>Competence Committee Chair Forum, Feb 27<sup>th</sup>/23, Faculty Club</b></p>
MARCH	APRIL...	MAY	JUNE
<p><b>Administrative Tasks Required in MedSIS CBME Program, Cheyenne Reid, March 21<sup>st</sup></b></p> <p><b>CBME Completing EPA Assessments in MedSIS, Dr. Ilun Yang, Cheyenne Reid, March 27<sup>th</sup></b></p> <p><b>CBME Understanding the Resident EPA Dashboard, Cheyenne Reid, March 31<sup>st</sup></b></p> <p><b>Versioning Functionality, MedSIS Team, TBD</b></p>	<p><b>...is coaching month</b></p> <p><b>Coaching &amp; Feedback In the Moment, TBD</b></p> <p><b>Academic Coaching &amp; Beyond the Basics-TBD</b></p> <p><b>CBME Spring Townhall, TBD</b></p> <p><b>CBME Competence Committee Review Dashboard, Cheyenne Reid, April 3<sup>rd</sup>, April 7<sup>th</sup></b></p> <p><b>Understanding the Resident EPA Dashboard, Cheyenne Reid, April 7<sup>th</sup></b></p> <p><b>Administrative Tasks Required in MedSIS CBME Program, Cheyenne Reid, April 11<sup>th</sup></b></p>	<p><b>DO NOT BOOK</b></p> <p><b>In respect of accreditation there will not be any events planned in May.</b></p>	<p><b>Programmatic Assessment in CBME/CBD, TBC including the Competence Committee Forum</b></p> <p><b>Last Faculty Development Committee mtg - Review and Plan 2023/24*</b> <b>*Proposed for 2023</b></p>
JULY	AUGUST	SEPTEMBER	OCTOBER
<p><b>Committee Meetings Rest</b></p>	<p><b>Committee Meetings Rest</b></p>	<p><b>FOR DISCUSSION</b></p>	<p><b>FOR DISCUSSION</b></p>

## Committee Membership

Dr. Ereny Bassilious (Chair)

Dr. Valerie Mueller (Incoming Chair, January 26<sup>th</sup>, 2023)

Lisa Colizza (CBME Lead, PGME)

Dr. Parveen Wasi (Associate Dean, PGME)

Dr. Ruth Chen (Associate Dean, Faculty Development, Faculty of Health Sciences Associate Professor School of Nursing)

Dr. Meera Luthra (Adult Endocrinology and Metabolism, Program Director)

Dr. Brad Petrisor (DEC, Surgery)

Dr. Dillon Horth (Faculty, Anesthesia)

Dr. Snezana Popovic (Anatomical Pathology, Program Director)

Dr. Christina Ma (Resident, PGY3 Internal Medicine)

Dr. Siraj Mithoowani (CBD Lead, Hematology)

## Terms of Reference

(to be updated 2023)

The CBME Faculty Development Subcommittee is accountable to the Competency Based Medical Education Executive Committee, Postgraduate Medical Education, Faculty of Health Sciences. The Chair of the CBME Faculty Development Subcommittee will be a member of the CBME Executive.

### **Purpose:**

The purpose of the Faculty Development subcommittee is to:

- Develop a faculty-wide faculty development strategy that will assist the programs at various stages of implementation of competency based medical education.
- Collaborate with the Program for Faculty Development regarding learning modules, train-the-trainer workshops, on-line resources, etc., for faculty.
- Develop communication strategies regarding CBME.
- Recommend and advise regarding policy changes as it relates to faculty and competency based medical education.

### **Membership:**

- Chair, Assistant Dean, PGME
- Assistant Dean, Program for Faculty Development
- CBME Lead, PGME
- Royal College Educator (1)
- Department representation:
  - Anesthesia
  - Family Medicine
  - Laboratory Medicine
  - Medicine

Obstetrics & Gynecology  
Pediatrics  
Psychiatry  
Radiology

- Representatives from the Regional Campuses
- Chair, DEC, or delegate
- Resident representative
- Corresponding Member: Chair, Learner Development

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

### Terms of Reference

### Workshops, Town Hall, and More

Workshops and other activities are designed to support Program Directors, CBD Leads, Competence Committee Chairs, Program Administrators, and Academic Coaches with preparing for their transition to CBME/CBD. The faculty development committee considers how best to leverage activities and resources to provide ongoing support to programs with their effort to implement the various elements of CBME/CBD as intended.

Various resources are available on the CBME Website ([www.cbmepg.mcmaster.ca](http://www.cbmepg.mcmaster.ca)) organized by topic and role. A Learning Suite was added to the site in 2021 to make available on-demand access to asynchronous learning opportunities including archived presentations, Town Halls, podcasts, and eModules

### CBME Retreat - Fall 2022

**Date:** Wednesday November 9, 2022

**Location:** Ancaster Mill, Ancaster ON

**Faculty Development Liaison:** Lisa Colizza, Parveen Wasi, Chair Faculty Development

**Keynote Presenter:** Nancy Dudek – Programmatic Assessment in Competency by Design

**Presentations:**

Lisa Colizza - Navigating the Messy Middle: Evaluation and Quality Improvement in CBME

Kestrel McNeil/Dr. Ranil Sonnadara - Perceptions of Assessment Amongst Post Graduate Learners at McMaster: A Mixed Methods Evaluation.

Dr. Enas El Gouhary- A Tool Kit for CQI of Residency Programs

**Description:** CBME Retreat on Nov. 9th was focused on evaluation and quality improvement. Informed by keynote on programmatic assessment in CBD (Dr. Nancy Dudek) and national, institutional data and the results of our resident experience survey participants worked to understand the urgent problems relating to implementation, assessment and resident burden, and collaboratively identified strategies to address and inform CBME committee planning.

<https://cbmepg.mcmaster.ca/cbme-retreat-2022/> For all presentations and quality improvement strategies generated by the working groups

### CBME Town Hall (Fall/Spring)

**Date:** Nov 11, 2022, April 2023- **TBD**

**Panel:** Parveen W., Lisa C., CBME Chairs, other select Faculty/Program Leaders

**Location:** Online via Zoom

**Target Audience:** Program Directors, Competence Committee Chairs, Program Administrators, CBD Leads, Resident Leads

**Description:** One hour drop-in session for CBME/CBD program leaders and staff. Updates, questions answered, sharing best practices and successes across network. Discuss issues, review policies, and procedures, identify and address implementation challenges. Review urgent problems and promote strategies in motion.

### Competence Committee Chair Forum - Building a Community of Practice

**Projected date:** February 27, 2023 – 5:00 PM-6:30 PM

**Target Audience:** All Competence Committee Chairs

**Location:** Faculty Club, McMaster University

**Faculty Development Liaison:** V. Mueller, M. Luthra

**Description:** An opportunity for Competency Committee Chairs to come together and discuss issues affecting their role and responsibilities, review policy, processes, and procedures, and share best practices. Updates from the Royal College will be reviewed.

### Curriculum Mapping Mentorship

**Projected Date:** beginning February 2023

**Intended Audience:** Program Directors approaching transition to CBD, FM

**Faculty Development Liaison:** Val Mueller

**Facilitators:** Val Mueller (Surgery) Som Mukerjee (Medicine)

**Additional Resource:** Curriculum and Assessment Mapping Webpage

<https://cbmepg.mcmaster.ca/resources-2/topics/curriculum-mapping/>

**Description:** Mapping EPAs to your training experiences and how they will be assessed is a critical component of your CBD curriculum. Faculty mentors (Drs. Val Mueller (Surgery) and Som Mukherjee (Medicine) have agreed to help you through the process of developing your curriculum map. Guidance will be provided as to which map templates might work best for your program and you'll have the opportunity for hands-on support as you complete your program's curriculum map and consider assessment methods and tools. A recorded previous presentation by Drs. Lori Whitehead and Som Mukherjee is a great resource as you work to complete/revise your curriculum maps and refine your program of assessment. Please follow the link below to the resources on the CBME website.

**NOTE:** A curriculum map is a standard of accreditation in 2023

**Resources:** [Curriculum and Assessment Mapping](#)

## EPA Assessment in MedSIS with Demo (Fall and Spring: 2-hr/2-part Virtual Session)

**Fall Date:** December 5, 2022

**Spring Date:** March 27<sup>TH</sup>, 7:00 AM-8:00 AM

**Location:** Online via Zoom

**Intended Audience:** Open to all supervising faculty/staff/senior residents who complete EPA observations and provide feedback to residents working through their stage of learning. Focus is on the rationale, practicalities, and efficiencies of using the CBME module in MedSIS. Program Directors, CBD Leads, CC Chairs, Program Administrators, and Faculty Development Leads may find this informative or may wish to view previous recorded sessions on the CBME website.

**Presenters:** Dr. Ilun Yang (rationale, how-to as faculty), Cheyenne Reid (demo functionality of Resident Dashboard and the Competence Committee Review Dashboard)

**Description:** What assessment forms are used in CBME? Why is it important to complete EPA forms? How to trigger and quickly submit EPA forms on desktop and mobile devices and use voice-to-text for efficiency? A Program Director and former CBD Lead, Dr. Ilun Yang presents the rationale and how-to of completing EPA observations in MedSIS. Cheyenne Reid, Business Analyst, MedSIS walks participants through the functionality of the Resident Dashboard and CC Review Dashboard.

## Coaching and Feedback in the Moment

**Projected Date:** Second week of April 2023, TBC

**Intended Audience:** faculty development leads, all faculty/senior residents who complete EPA Observations/Feedback in the clinical learning environment

**Faculty Development Liaison:** Meera Luthra, Lisa Colizza

**Presenters/Facilitators:** TBC

**Resources:** [Coaching to Competence](#)

Previous [Academic Coaching 1.0](#) session is a recorded online resource for those who wish to view in preparation for the session or as a standalone resource.

**Description:**

Completing EPA observations and coaching residents to competence is a critical element of programmatic assessment in CBME/CBD. This hands-on workshop is intended for faculty development leads, faculty/staff/senior residents that complete EPA observations in the clinical learning environment. A detailed review of the intent and practicalities of completing EPA observations including using the EPA forms, O-scale, coaching the resident ‘in the moment’ focused on their learning goals, and providing relevant, actionable feedback efficiently will be covered. NB How to complete EPA observations in MedSIS is offered in March with demo and a great intro to this more detailed workshop.

## Academic Coaching Over Time: Beyond the Basics

**Projected Date:** Wednesday May 3, 2023, TBC

**Intended Audience:** Program Directors, Academic Coaches, Faculty Development Leads

**Faculty Liaison:** Ereny Bassilious

**Presenters/Facilitators:** TBC

**Resources:** [Coaching over Time, RC accredited eModules for Academic Coaches](#)

**Description:**

In CBD, Coaching over Time describes an important relationship between an Academic Coach (Advisor) and a learner. The coach guides the learner as they progress through the CBD stages of training. In this workshop, participants will have the opportunity to build on basic foundations of Academic Coaching principles and further explore this coaching relationship, principles of motivational interviewing, and how to support learners across the various stages of their learning journey. Using the framework of motivational interviewing, participants will explore coaching skills in more challenging situations in small groups.

## Programmatic Assessment in CBME/CBD including Competence Committee Forum

**Projected Date:** June 2023 TBC

**Location:** Off site

**Intended Audience:** Competence Committee Chairs, Program Directors, CBD Leads, Program Administrators, Senior Residents, Faculty Development Leads

**Faculty Development Liaison:** Lisa Colizza, Val Mueller, Ranil Sonnadara

**Presenters:** TBC

**Additional Resources:** [Competence Committees](#)

**Description:**

This event will provide participants opportunity for deeper discussion of assessment in CBME/CBD, to address the challenges and issues while sharing best practices. A focus will include Competence Committee function, structure, processes, and procedures with an evaluation/quality improvement lens. Participants will consider methods and tools to assist with comprehensive reviews and review recommendations of CC Evaluation Working Group

## Evaluation and Quality Improvement in CBME: Retreat (consider for Fall 2023/2024)

**Projected Date:** TBD

**Intended Audience:** TBD

**Faculty Development Liaison:** Parveen Wasi, Lisa Colizza, Ranil Sonnadara, Val Mueller/Faculty Development Committee

**Presenters:** TBD