CBME Faculty Development Plan 2023/24

Val Mueller, CBME Faculty Development Committee Chair

Lisa Colizza, CBME Lead, PGME

This Faculty Development Plan details the activities of the CBME Office and CBME Faculty Development Committee designed to support those programs approaching their transition to CBME/Competency by Design (Royal College of Physician and Surgeons). Careful consideration of those programs already transitioned informs planning to address ongoing faculty development needs as CBME implementation is iterative and evolving. Workshops aim to be applicable or adaptable 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, updated guidelines, and new resources.

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

Committee Membership

Dr. Valerie Mueller (Chair)

Lisa Colizza (CBME Lead, PGME, CBME Office)

Dr. Jessica Huynh (Faculty, Department of Medicine Rep, IM/GIM)

Dr. Catherine Tong (Family Medicine, RC CEP)

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)

Dr. Ipshita Kak (Assistant Professor, Pathology & Molecular Medicine)

Dr. Alim Pardham, Program Director Emergency Medicine, DEC, Medicine

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Terms of Reference (updated 2023)

The Competency Based Medical Education (CBME) Faculty Development Subcommittee is accountable to the CBME Executive Committee, Postgraduate Medical Education (PGME), Faculty of Health Sciences (FHS). 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:

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

Membership:

Chair, FHS Faculty Member
o CBME Lead, PGME
o Royal College Educator (1)
o Department representation
     o Medicine
     o Surgery
o Assistant Dean, Program for Faculty Development (
o Representative from the Regional Campuses
o Chair, DEC or delegate
o Resident Representative
o CBD Lead
o Corresponding Member: Chair, Learner Development Subcommittee

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.

Schedule of Events 2023/24

SEPTEMBER 23	OCTOBER 23	NOVEMBER 23	DECEMBER 23
EPA Assessment in MedSIS: The 'Why' and the 'How' Resident Dashboard Demo, *Dr. Ilun Yang, Cheyenne Reid (MedSIS), Oct.2, 2023* Clinical supervisors, users of the CBME EPA dashboard **CBD 2024 Transition Planning Mtgs L. Colizza, CBME Lead** (2024 programs)	**Competence Committee Chair Orientation/CC Review Dashboard and Using Data for Decision-Making**	**CBME Retreat Nov 22nd, 8-3:30 Ancaster Old Mill** *Programmatic Assessment in the Age of CBD Adaptation* *Speaker: Dr. Andrew Hall, RC*	**CC Chair Forum, Dec 11, 5-7 pm, The Buttery, University Club**

JANUARY 24	FEBRUARY 24	MARCH 24	APRIL 24
		Curriculum & Assessment Mapping **Administrative Tasks Required in MedSIS CBME Program,** Cheyenne Reid **Understanding the Resident EPA Dashboard,** Cheyenne Reid	**Competence Committee Review Dashboard,** Cheyenne Reid **Administrative Tasks Required in MedSIS CBME Program,** Cheyenne Reid **Understanding the Resident EPA Dashboard,** Cheyenne Reid **Coaching & Feedback in the Moment,** *Clinical Supervisors*

MAY 24	JUNE 24	JULY 24	AUGUST 24
CBME Town Hall **Impacts of Versioning on CBME Programs,** Cheyenne Reid **BME Reporting: Analyzing Your Program's Assessment Data for Decision Making**	**?Competence Committee Forum**	**Committee Rests**	**Committee Rests**

Purposes, Cheyenne Reid **Academic Coaching 2.0,** Academic Coaches			

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) 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 2024

Date: Nov. 22, 2023 7:30 Breakfast, 8-3:30 pm Registration out.

Location: Ancaster Old Mill, Ancaster ON

Faculty Development Liaison: Lisa Colizza, CBME Lead, PGME

Working Group: Lisa C., Val M., Ranil S., David C., Andrew H. (RC)

Plenary: Dr. Andrew Hall, Royal College, U. of Ottawa Confirmed, planning mtg Sept 20th

Presentations:

CBME Retreat 2022 was focused on evaluation and quality improvement. Informed by keynote on programmatic assessment in CBD (Dr. Nancy Dudek, U. Ottawa) and national, institutional data, as well as, the results of our local resident experience survey, participants worked to understand the urgent problems relating to implementation, assessment and resident burden. Through collaborative working groups and large group discussion by

broad representation of all key roles in CBME, including residents, multiple quality improvement strategies were identified to address and inform CBME committee planning and program level implementation. Strategies were disseminated and discussed on a follow up CBME Open Forum.

CBME Town Hall (May)

Date: TBC - follow up from Retreat, RC Summit #3, update overall implementation changes

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

Topic: ?Assessment In CBD: Efficiencies and Effectiveness (TBD)

Location: Online via Zoom

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

Description: One hour 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 related to assessment/quality data. Review urgent problems and promote strategies in motion.

Competence Committee Chair Forum - Building a Community of Practice

Date: December 11, 2023, 5pm-7pm, via Zoom

Target Audience: All Competence Committee Chairs

Location: The Buttery, *University* Club, McMaster University

Faculty Development Lead/Working Group: V. Mueller, ?David C., Ranil S..

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/Assessment Mapping Workshop

Date: March 5, 2024, 5-7 pm, via Zoom

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

Working Group: Val Mueller, Ipshita K., Jessica H.,

Facilitators: Val Mueller (Surgery) ? (Medicine), other??

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 as of July, 2023

Resources: Curriculum and Assessment Mapping

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

Fall Date: Oct. 2, 8 am, 2023, Registration out Sept.12

Spring Date: Mar. 28, 9am and Apr. 5, 12pm, 2024

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

Date: April 29, 2024, time TBD, via Zoom

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

Working Group Lead: *Dillon Horth*

Presenters/Facilitators: *Dillon Horth, Meera Luthra*

Resources: Coaching to Competence

Previous **Coaching & Feedback in the Moment** 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

Date: May 17, 2024, 10am-12:30pm, via Zoom

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

Faculty Lead: Siraj Mithoowani. (to provide date) - 2.5 hrs

Presenters/Facilitators: *Drs. Siraj Mithoowani, Jonel Miklea, Catherine Munn, Spencer Van Mils, Heather Whittingham*

Resources: Coaching over Time, RC accredited eModules for Academic Coaches

Previous **Coaching Over Time: Beyond the Basics** session is a recorded online resource for those who wish to view in preparation for the session or as a standalone resource

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 Working Group

?Create resource on Assessment in CBD in alignment with adaptations, best practices, template/tools, Spring 2024 - to be presented

Date: February 2023

Location:

Date:

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

Faculty Lead: CBD Faclty Lead, Lisa Colizza, Val Mueller, Ipshita K., Jessica H.,

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 evalutaion/quality improvement lens. Participants will consider methods and tools to assist with comprehensive reviews and review recommendations of CC Evaluation Working Group