

UNIVERSITY OF OTTAWA, FACULTY OF MEDICINE
POSTGRADUATE COMPETENCY-BASED MEDICAL EDUCATION
SUBCOMMITTEE
TERMS OF REFERENCE

Mandate

The competency-based medical education (CBME) subcommittee is an advisory subcommittee of the Postgraduate Education Committee (PGEC) and is accountable to the Vice-Dean, Postgraduate Medical Education, Faculty of Medicine. This subcommittee is responsible for the overall oversight and strategic planning for the implementation of Competence By Design (CBD) in the RCPSC programs at the University of Ottawa as well as ensuring that there is overall alignment in our CFPC programs with the Triple C curriculum.

Functions of the Subcommittee

The CBME subcommittee will adhere to the mission and policies of the Faculty of Medicine. It is responsible for strategic planning in all areas related to CBME at the University of Ottawa, including but not limited to:

- Identifying and prioritizing needs (perceived and unperceived), actions and activities relevant to readiness for, fidelity with, and the intended outcomes of CBME implementation,
- Identifying resources / technology infrastructure that will enable the successful adoption of CBME at uOttawa.
- Identifying common needs across programs and users of Elentra, and prioritizing enhancements, changes, and new system developments.
- Suggesting support strategies for faculty, learners, and administrative staff.^[1]_{SEP}
- Proposing new policies and/or policy changes as needed to support competency based medical education.
- Proposing and overseeing program evaluation of CBME implementation

Membership:**Director of CBD - Chair of CBME Subcommittee**

Vice-Dean, PGME (Ex-officio)

Assistant Dean, PGME (Ex-officio)

Director of Accreditation, PGME (Ex-officio)

Assistant Dean, Office of Continuing Professional Development (Ex-officio)

Director, CBME, Undergraduate medical education (ex-officio)

Faculty members:

5 Program directors, or delegates, to include

- Family medicine
- Surgical, medical, and diagnostic disciplines

- Disciplines at different stages in CBME implementation

One Vice-Chair of Education

One Competence Committee Chair

Two clinical faculty members at large, from differing disciplines and/or hospitals

Term: 2 years, renewable once

Resident members:

3 residents (1 PARO elected member, one RCPSC, one CFPC)

Term: 2 years, renewable once

Program Administrators:

2 Program Administrators:

Term: 2 years, renewable once

uOttawa staff (Ex-officio):

- PGME CBME Coordinator (provides administrative support to the chair)
- MedTech – Business Analyst assigned to Elentra
- PGME Operations Manager

Quorum

Chair and 50% of the subcommittee members.

Appointment Process:

PGME office will invite interested parties to participate on the committee when a vacancy is identified. Candidates will be reviewed to ensure they are in good standing, and that no professionalism issues have been identified, **prior to presenting candidates to PGEC for approval.** Once approved, the PGME office will notify all candidates as to the outcome of the process.

Frequency of Meetings

The subcommittee will meet at least 4 times per year.

Attendance at Meetings

It is expected that subcommittee members will attend at least 75% of scheduled meetings. Failure to attend the required percentage of meetings will result in removal from the subcommittee.

Subcommittee Decisions:

Decisions rendered are not appealable.

Reporting:

The committee will report to the PGEC on an ad hoc basis.

Minutes / Related Documents:

Minutes and related documents, if required will be filed and maintained by the PGME office.

Conflict of Interest:

Committee members must state a perceived conflict of interest to the committee, at the beginning of the meeting. The committee will discuss and determine if one exists, and if so, will ask the committee member to recuse themselves from any discussion and / or decision making.

Confidentiality:

All committee members must acknowledge that all discussions, documents and correspondence, regardless of their manner of transmission, are deemed confidential and must remain confidential at all times. All information received and transmitted must be handled in accordance with the University of Ottawa's policy 117. Items may be requested via the University of Ottawa's Access to Information and Privacy Office, in accordance with policy 90.

EDI:

The University of Ottawa aspires to promoting a work environment that fully represents the diversity of Canada's population. As a result, it is committed to applying equity principles to enrich discussions, decisions and outcomes of committees to support our EDI mandate.

Committee**Approval**

PGEC	August 15, 2017
Faculty Council	October 3, 2017
PGEC	March 29th, 2023
Faculty Council	May 9 th , 2023

Would like to convert the membership section to chart form, this is the same info as above but in a new format:

Committee Member	Term	Renewable	Voting
Director of CBME (Chair)	Ex-officio		

Vice-Dean, PGME	Ex-officio		
Assistant Dean, PGME	Ex-officio		
Assistant Dean, Office of Continuing Professional Development	Ex-officio		
Director, CBME, Undergraduate medical education	Ex-officio		
5 Program Directors, or delegates, to include: -Family medicine -Surgical, medical, and diagnostic disciplines -Disciplines at different stages in CBME implementation	2 years	Once	
1 Vice-Chair of Education	2 years	Once	
1 Competence Committee Chair	2 years	Once	
2 clinical faculty members at large, from differing disciplines and/or hospitals	2 years	Once	
1 PARO Resident (elected member by PARO)	Ex-officio		
1 RCPSC Resident	2 years	Once	
1 CFPC Resident	2 years	Once	
2 Program Administrators	2 years	Once	
PGME CBME Coordinator	Ex-officio		
MedTech – Business Analyst	Ex-officio		
PGME Operations Manager	Ex-officio		