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PGME CBME Program Lead/CCC Curricular Lead Role Guidelines

Office of Accountability:	Faculty of Medicine & Dentistry
Office of Administrative Responsibility:	Postgraduate Medical Education
Approver:	Postgraduate Medical Education Council
Scope:	All Residents
Classification:	Residency Training

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1. Introduction

The Competency Based Medical Education (CBME) Program Lead (RCPSC) or Triple C Curricular Lead (CFPC), hereafter referred as the Lead, is the faculty member who will guide the transition and implementation process for competency-based medical education at the program level. The Lead will, in collaboration with the Program Director, ensure all aspects CBME implementation are carried out within the program.

2. Qualifications

The Lead must be certified by the Royal College of Physicians & Surgeons of Canada or the College of Family Physicians of Canada, or has equivalent international qualifications, and has demonstrated an interest in education and administration. The Lead must have strong organizational, communication, and leadership skills, and a solid foundational knowledge of CBME principles.

3. Resource Requirements

This position should have a defined Department/Division job description and appropriate administrative support. The program should determine the appropriate time commitment for this role.

4. Accountabilities

The Lead will work collaboratively with and be accountable to the Program Director and the Associate Dean, PGME.

5. Appointment

The Lead will be selected by the Program Director in consultation with the Department/Division Chair. Once CBME is fully implemented, consideration will be given as to whether this position should be fully incorporated into the role of the Program Director or in the creation of the position of Program Curricular Lead.

6. Responsibilities

- 6.1. To the Residency Program
 - 6.1.1. Lead the program curriculum transition to and implementation of CBME in coordination with the Program Director
 - 6.1.2. Ensure completion and implementation of the CBME curricular document process (RCPSC: EPAs, required training experiences, assessment system design; FM: evaluating objectives)
 - 6.1.3. Pilot implementation strategies to facilitate readiness for launch date for all incoming residents (RCPSC programs only)
 - 6.1.4. Guide the electronic platform field tests.
 - 6.1.5. Liaise with other University of Alberta program CBME Leads to identify areas of collaboration
 - 6.1.6. Remain current in the evolving Competence by Design (CBD) (RCPSC) or Triple C (CFPC) initiatives
 - 6.1.7. Participate as a member on the Residency Program Committee (RPC) and either the Competence Committee (RCPSC) or the Resident Operations Committee (CFPC)
- 6.2. To the Department
 - 6.2.1. Coordinate faculty development needs and training for the Department or Division as it relates to CBME implementation and ongoing delivery
- 6.3. To the Faculty
 - 6.3.1. Attend and/or co-deliver relevant CBME faculty development workshops and/or identify a representative to attend when other responsibilities prevent attendance
 - 6.3.2. Liaise with the CBME Faculty Lead and Associate Dean, PGME to ensure progress is on target and meets criteria for implementation