



# Postgraduate Medical Education CBME Subcommittee

## Terms of Reference

### Purpose and Authority

The purpose of this subcommittee is to:

- Support the PGME Office in prioritizing areas for focus and development related to CBME.
- Conduct, evaluate and follow up on CBME implementation at PGME.
- Liaise with key stakeholders involved with the implementation of CBME including the Royal College, Program Directors, Program Administrators, IT, CPD and resident representatives.
- Plan and provide faculty and resident development activities related to CBME.
- Evaluate the electronic platform(s) utilized to support CBME. Make decisions regarding electronic platform(s) based on factors such as functionality, support, cost and sustainability. Evaluate requests for use of Royal College Implementation Fund Award (or similar shared financial resources) and determine if request will be supported and the amount.

### Composition

This subcommittee is made up of ex officio and appointed members.

The Faculty of Medicine's commitment to equitable and diverse membership on its committees and advisory councils guides its nomination and selection process.

### Voting Members

#### Ex officio

- Associate Dean, Postgraduate Medical Education (1)
- Assistant Dean, Postgraduate Medical Education (1)
- CBME Lead/Co-Lead, Postgraduate Medical Education (1-3)
- Director, Administration, Postgraduate Medical Education (1)
- Project Manager, CBME/Accreditation, Postgraduate Medical Education (1)
- Education Coordinator, CBME/Accreditation, Postgraduate Medical Education (1)
- Associate Director, Architecture & Applications, MedIT (1-2)

#### Appointed

- Program Directors (5)
  - 3 of which to be from separate Departments, including at least 1 from Medicine, Surgery and Subspecialty Programs
- CBME resident lead(s)
- Program Administrators (2)
- Guests may be invited to join specific meetings or portions of specific meetings at the Chair's discretion

## Appointment Process

Ex officio members are members by virtue of their administrative appointment. Appointed members are appointed by the CBME Subcommittee.

## Term

Ex officio members are members as long as they hold their administrative appointment.

Appointed faculty members are members for a three-year term and are eligible for renewal.

## Chair

Chaired by the CBME Lead/Co-Lead, Postgraduate Medical Education.

## Meeting Schedule and Administration

Normally meets 12 times per year and at the call of the Chair(s).

All members are expected to attend all meetings in person or via videoconference or phone.

A staff member from the PGME Office will capture meeting minutes. Minutes will be circulated to all members.

The discussions, minutes, and reports of this subcommittee are confidential and not to be shared beyond this subcommittee.

Records will be maintained in accordance with UBC and [Faculty of Medicine records retention procedures](#)

## Quorum and Decision Making Process

Quorum consists of 50% plus one of voting members.

Decisions are typically made by consensus. When consensus does not emerge, decisions will be made by vote, requiring 50% plus one of voting members present to pass.

## Lines of Accountability and Communication

This subcommittee:

- Reports to the Postgraduate Medical Education Committee via the Postgraduate Medical Education Executive Subcommittee.
- Maintains open communication with programs in CBME or transitioning to CBME.
- Representatives of this subcommittee liaise with other academic and administrative committees and advisory councils, as needed.



## Responsibilities

This subcommittee:

1. Seeks input from residency programs involved in CBME.
2. Seeks input from residents involved in CBME.
3. Evaluates the electronic platform (s) in use for CBME at UBC in terms of functionality, usability, cost, and support. Based on these attributes, recommendations are made about which platforms can be utilized for CBME at UBC.
4. Works collaboratively to identify and disseminate key CBME resource material.
5. Reviews its terms of reference on an annual basis and recommends changes to the PGME Committee, as needed.

## Approval

This version of these terms of reference has been approved by the Postgraduate Medical Education Committee **\*\*TBD\*\***.

## Version History

- New Subcommittee, no prior versions.