

# UBC DEPARTMENT OF PAEDIATRICS – POSTGRADUATE CBME LEAD

## APPENDIX A

### Description of Services, Postgraduate Competency Based Medical Education (CBME) Lead

#### Job Summary

The Paediatric Postgraduate Competency Based Medical Education (CBME) Lead will provide leadership and guidance for the Department's 18 Divisions to meet the Royal College program requirements for competency-based medical education. The faculty Lead will play a key role in the transition and implementation process for Pediatric programs. This role will provide strategic overview of the Competency Committees for all Divisions and support the development of each program's CBME implementation stage to successfully meet the Royal College accreditation standards. The Lead will report to the Associate Head Education and be accountable to each Division's Program Director(s). The core responsibilities include CBME program planning and curriculum development, chair and support Competency Committee(s), support program transitions for assessments and evaluations to CBME, and provide training and education for CBME faculty development. The Lead will work with multiple stakeholders including PGME Associate Dean, UBC FoM CBME Lead, and Paediatrics Associate Head Education and collaborate with Divisions' Program Directors and Education administrative managers to ensure all aspects of CBME implementation are coordinated and carried out across Department of Paediatrics.

#### Qualification and Appointment Details

The CBME Lead must be certified by the Royal College of Physicians & Surgeons of Canada or have equivalent international qualifications, and have demonstrated an interest in education and administration. The incumbent must have excellent organizational, communication, and strategic leadership skills, and a solid foundational knowledge of CBME principles. The term of appointment is for three years, with review at the end of each year. Extension is subject to a satisfactory performance appraisal at the end of each term. Once CBME is fully implemented for all Paediatric Divisions, a review of the existing job description will be given and updated as necessary.

## POSTGRADUATE CBME LEAD RESPONSIBILITIES

### Program Planning and Curriculum Development

- Assist in the mapping of EPAs to current rotations
  - Meet with Educational Leads of each Division to determine which/how EPAs can be accomplished during their respective rotations
- For General Pediatrics assist in the overall curriculum design for each of the 4 stages of CBME
- Collaborate with PGME CBME Lead and Division Program Directors to develop educational frameworks, recommend appropriate instructional design models and determine appropriate strategies for implementation
- Work with Education Program Manager and consults with FoM MedIT and Royal College on educational technology resources on the development of curriculum to enable distribution through alternative methods and platforms
- Work with Division Program Directors to ensure that objectives and assessment are representative of the instructional goals
- Implement needs assessments for faculty development, gap analysis and assists in the development of educational programming for residency educators and Program Directors
- Develop and support implementation strategies to facilitate readiness for launch date for all incoming residents in CBME programs and in other programs wanting to "soft launch" CBME before the required date
- Remain current in the evolving Competence by Design (CBD) (RCPSC) initiatives. Liaise regularly with the FoM CBME Lead and PGME Dean to report on progress and CBME readiness among programs and faculty
- Provide regular reports on CBME implementation activities and readiness to the Department Head, Associate Head Education, Residency Program Committees (RPC) and Subspecialty Committee

### **Competence Committee**

- Chair and oversee the General Pediatrics Competence Committee and other Division Committees as needed, including managing the agendas, minutes, and follow-up on action items, with the support of an administrative assistant
- Assist in the recruitment of Divisions' Competency Committees as needed
- Assist in the development of Terms of Reference for the Divisions' committees

### **Assessment & Evaluation**

- Assist in the conversion of General Pediatrics current rotation ITERs and Goals and Objectives documents to reflect CBME
- Assist programs in developing and adopting best practices in formative and summative assessment of residents with implementation of CBME
- Work with programs in evaluating all aspects of implemented CBME curricula and assessment tools and frameworks for the purpose of quality assurance and improvement
- Assist with the development and adoption of appropriate assessment tools and facilitates faculty engagement in their use
- Assist programs in identifying appropriate data and methods for program evaluation (qualitative and quantitative)

### **Faculty and Resident Development**

- Collaborate with Associate Head Education and Senior Manager Education in the planning and delivery of faculty development opportunities for Pediatrics faculty with an emphasis on resident assessment in the implementation of CBME
- Meet with Divisions' Program Directors to provide information on CBME and assist with challenges
- Organize annual Department Grand Rounds and workshops on CBME to develop faculty skills as teachers and assessors
- Support Program Director(s) as a resource when adjustments to learning plans are needed for learners identified as having difficulty or not meeting their competencies
- Assist in the planning and delivery of resident orientation to CBME process

### **Collaboration, Teamwork and Interpersonal Communication**

- Work collaboratively with external and internal stakeholders including Royal College CBD Lead, PGME Dean's Office, Education faculty and administrative leadership, CBME committee members, Residency Program Committee, Subspecialty Committee, and administrative assistants
- Liaise regularly with UBC FoM CBME Lead to ensure progress is on target and meets criteria for implementation
- Liaise with Faculty CBME Leads at other universities through formal and informal networks, in order to identify areas of collaboration
- Build positive working relationships with Program Directors and faculty members
- Work with the Senior Manager Education to ensure that projects are completed within the specified timelines and within budget