

## Terms of Reference

### **Best Practices in Evaluation and Assessment for Competency Based Postgraduate Medical Education Working Group (BPEA for CBPGME)**

#### **Purpose**

To provide advice to the Postgraduate Medical Education Advisory Committee (PGMEAC) and Faculty of Medicine Council about best practices in residency program evaluation and resident assessment for competency based postgraduate medicine at University of Toronto.

#### **Mandate**

The (BPEA for CBPGME) Working Group will:

1. Undertake an environmental scan and analysis of current practices related to best practices in residency program evaluation and resident assessment guidelines for competency based postgraduate medicine at University of Toronto.
2. Review best practices in the context of accreditation requirements, Board of Examiner Guidelines – Postgraduate, College of Family Practice of Canada (CFPC) Triple C Curriculum, Royal College Competency by Design (CBD) initiatives, and other related activities.
3. Develop minimum requirements for residency program evaluation practices
4. Draft minimum requirements for resident assessments
5. Draft updated Evaluation Guidelines for Residency Education
6. Recommend implementation strategies including consultations, resources development and faculty development

#### **Membership**

The Working Group will include:

- Chair (Dr. Linda Probyn)
- 2 – 3 Program Directors or delegates (including site directors)
- 2 – 3 Residents
- UGME representative
- Hospital representative
- BOE chair or delegate
- PGME Staff (Policy and Analysis, Research and Education)

#### **Timeframe and Frequency**

The group will meet a maximum of 3 to 4 times approximately every 4-6 weeks.

Proposed timelines are as follows:

- October 2015 to March 2016 – BPEA for CBPGME Meetings with regular updates to PGMEAC
- March to April 2015 – Consultations including PDs, BOE-PG, POWER
- May 2014 – Recommendations to PGMEAC, BOE-PG

#### **Administrative/Research Support**

Support will be provided by the Policy and Analysis Unit, PGME.

#### **Reporting**

PGMEAC through BPEA for CBPGME Working Group Chair

Approved PGMEAC, Sept 27, 2015