MEETINGS	Schedule by	PGME Attendees	Program Attendees	Pre-meeting materials	Pre-meeting action items for program	Discussion Topics	Meeting Materials	Next Steps
Introductory meeting	Sept	JVD SI PM CK	PD CBME Lead PA	1. Program Profile 2. Introductory meeting agenda 3. CBD Launch Plan Checklist: 1st stage 4. Organization charts	A. Complete and submit Program Profile	i. Discuss any ongoing pilot(s) of CBME initiatives ii. Explore opportunity for pilot launch of EPAs in Elentra iii. Discuss central supports available for implementation iv. Address outstanding questions	1. Gantt chart 2. Elentra form building questionnaire 3. Pilot launch process and data disclosure	1. Complete Elentra form building questionnaire. 2. Make note of important deadlines according to Gantt chart
Pilot launching EPAs in Elentra	Oct	PM SI	PD CBME Lead +/- PA	1. Pilot launch process and data disclosure 2. CV response template for program - pilots	A. Read pre-meeting materials B. Decide if interested in pilot launching 6 EPAs in Elentra in the spring prior to full launch	i. Pros and cons of pilot launching ii. Timelimes		1. Program decides if pilot launching EPAs in the spring before official launch
Faculty development	Nov	JVD	PD CBME Lead PA	1. Core topics for faculty development in CBME 2. Royal College remote faculty development materials (rc-remote-cbd-resources-e)	Reflect on ground rules for department	i. Strategy for faculty development	1. CBME Ground Rules 2. Technical Guides 1-3	1. Arrange any faculty development sessions required with PGME assistance
CBD Launch Plan Questionnaire consultation	Dec	JVD	PD CBME Lead +/- PA	1. CBD Launch Plan Checklist: 1st stage	A. Complete as much of the CBD Launch Plan Questions B. Highlight areas of concern or questions	i. Challenges foreseen with upcoming launch ii. Areas to ask for help	1. Draft of CBD Launch Plan	1. Submit CBD Launch Plan Questions - 1st stage for Steering Committee review by January
Curriculum & assessment mapping review	Dec	SI	PD +/- CBME Lead	1. List of rotations, including length (# blocks)	A. Review examples of maps	i. Mapping of training experiences to rotations and EPAs to training experiences	1. Curriculum map template with Training Experiences pre-populated	1. Submit curriculum maps, including assessment strategy, to PGME by February
Fully launching EPAs in Elentra	January	SI	PD CBME Lead +/- PA	None	None	i. Completing CV translations	1. CV response templates for program - all EPAs	1. Program to complete CV translations and submit to PGME by February
Non-EPA assessment planning meeting (optional)	Optional	SI	PD CBME Lead +/- PA	1. non-EPA assessment tools	1. Collate and email all non-EPA assessments	i. Non-EPA assessment overview ii. Orphan competencies	1. Results of gap analysis 2. CBD Competencies document	1. Revise ITERs, or other assessment tools, as applicable