CBD Technical Guides and Schulich Info

Updated: May 19, 2022

<table>
<thead>
<tr>
<th>RCPSC CBD Technical Guide</th>
<th>Schulich Info</th>
</tr>
</thead>
</table>
| **Technical Guide 1:** EPA Observation Forms | Relevant prior to your official launch.  
  These components are automatically considered when the PGME CBME Operations Team builds your EPA forms in Elentra or when your Specialty Committee revises your EPAs.  
  Any differences from your Specialty Committee’s guidelines for EPAs (naming, assessment plan expectations, milestones, entrustment rating scale anchors, contextual variables, etc.) should be documented in a separate spreadsheet. |
| September 2020 | Direct [link](#) |

| Technical Guide 2: Applying Dual Standards | Relevant for the initial years of your implementation when you have a mixture of time-based residents and CBD residents.  
  The PGME CBME Operations Team discusses the components of this technical guide and how you want to apply dual standards, or a hybrid program, when you are just preparing to launch.  
  Once your program has CBD residents in all years, this technical guide no longer applies. |
| September 2020 | Direct [link](#) |
### Technical Guide 3: Competence Committees

**September 2020**

- Relevant prior to your launch and in the initial years after your launch.
- The PGME CBME Operations Team works with you to incorporate the mandatory components for your Competence Committee (CC).
- Schulich guides, templates, and samples of necessary forms are available on our website.
- There is also an opportunity for your Competence Committee to be observed to allow for feedback on your CC’s protocols and processes.

### Technical Guide 4: Transfers

**March 2022**

- This guide covers what outgoing programs and receiving programs must do when transfers of residents occur
  - Between a time-based and CBD program, or
  - Between different institutions, or
  - Between different disciplines
- Competence Committees and Residency Program Committees (RPCs) should be prepared to provide a summary of their resident’s achieved competencies and training experiences with consideration of a transfer that is occurring to a different discipline, thus less familiarity with different EPAs.
- PGME will assist with transferring assessment data in Elentra and one 45.

Refer to the following PGME policy:

- **Transfer Policy**

  Please note that this policy will have a minor update to reflect the latest information in the new Technical Guide: residents do not need to contact the RCPSC to assess any prior postgraduate training for credit.
This guide covers the relevant actions that residents, CCs, RPCs, PGME, and the RCPSC’s Credentials Unit must do for fall and spring specialty exams.

- Note that the Confirmation Completion of Training (CCT) spreadsheet is sent directly to Program Directors by the RCPSC and not the PGME Office.
- Program Directors must submit the CCT to the PGME Office. PGME will then send all CCTs to the RCPSC.

**Important Royal College policy:**

- Policies for Certification in a Competence by Design Model of Residency Training (February 2022)

Refer to the following PGME guides:

- CBD Exam Timelines – One Season [Fall only exams or Spring only exams]
- CBD Exam Timelines – Different Seasons [Fall and Spring exams]
- CBD Exam Memo & FAQs

This guide covers the relevant actions that residents, CCs, and RPCs must do before residents take a leave of absence and when they return from a leave.

- There is consideration if the program changed from a time-based residency program to a CBD program during a resident’s leave.

Refer to the following PGME policy:

- [Residency Leaves of Absence Policy](https://www.royalcollege.ca/rcsite/documents/credentials-exams/cbd-certification-policy-e.pdf)
- Please note that this policy will have a minor update to reflect the latest information in the new Technical Guide: the RCPSC does not need to be notified to approve or be informed of leaves; and the role of Competence Committees will be included so that CCs can update their relevant process and procedure documents.