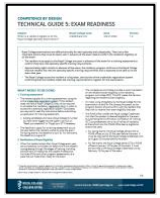
CBD Technical Guides and Schulich Info

Updated: May 19, 2022

RCPSC CBD Technical Guide		Schulich Info
Technical Guide 1: **EPA Observation Forms** September 2020 Direct link		▪ 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.
Technical Guide 2: **Applying Dual Standards** September 2020 Direct link		▪ 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.

Technical Guide 3: **Competence Committees** September 2020 Direct link		▪ 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
 	
Direct link
		▪ 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.*

Technical Guide 5:
 	
Exam Readiness
 	
March 2022
 	
Direct link
		▪ 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)
		▪ https://www.royalcollege.ca/rcsite/documents/credential-exams/cbd-certification-policy-e.pdf
		
		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

Technical Guide 6: **Leaves** March 2022 Direct link		▪ 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 ▪ *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.*