

CBD Implementation Roadmap for Programs in the Year Prior to Launch

	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Curriculum	Create curriculum map				Finalize curriculum map			Revise rotation, academic half day documents, orientation materials, and other educational, materials as required							
Assessment	Create an assessment map				Finalize assessment map			Ensure any needed non-EPA assessment forms are created							
					Consider trialing some EPA assessments and a competence committee										
Administrative	Identify CBD leadership team Meet with PGME CBD team		Encourage participation in CBD working group		Draft TOR for competence committee and select membership Draft description of Academic Advisor program and identify advisors Present update to CBME committee			Apply for CBD development funding Electronic platform onboarding							
Faculty development	Get leadership team up to speed with CBD concepts and goals				Fac Dev #2 Share assessment strategy – what will be expected from faculty			Ensure Academic Advisors are trained (PGME office can deliver)		Fac Dev #4 Orient faculty to new electronic assessment platform					
								Ensure off service faculty understand any changes to resident assessment that will affect them							
	Fac Dev #1 CBD 101 for home program faculty and other stakeholders (PGME can deliver)						Fac Dev #3 Provide sessions on effective workplace based assessment and coaching (PGME can deliver)								
Change management	At all opportunities (meetings, rounds, elevator chats)...explain the “Why”, begin introducing the CBD concepts, diffuse anxiety						Establish local champions Seek individuals who are willing to be “superusers” of the new electronic assessment platform					Not all of your vision may come together for launch day – focus on what is coming together well & build upon successes			
Engagement	Identify any considered changes in patient care delivery early – i.e.- removal of residents from a clinical service or request for specific time of year – notify receiving service ASAP				Meet with local stakeholders to review curriculum map and assessment plans – revise based on feedback			Ensure that off service faculty and program administrators are engaged and can provide feedback on your plans			Consider some messaging blitzes – posters, emails etc				