

## **Call for Nominations**

### **Chair of the Canadian Post-M.D. Education Registry Committee**

We are happy to announce the call for nominations for the position of Chair of the Canadian Post-M.D. Education Registry (CAPER) Committee. This role is essential for the advancement and oversight of the CAPER Initiative and post-M.D. education in Canada.

#### **Overview of CAPER**

The Canadian Post-M.D. Education Registry (CAPER) is the central repository for statistical information on postgraduate medical education in Canada. CAPER is an initiative of the Association of Faculties of Medicine of Canada (AFMC). Established in 1986, CAPER collects and maintains individual-level data on all postgraduate medical residents and fellows from the 17 Canadian Faculties of Medicine. This data includes detailed statistical profiles of trainees, covering various specialties and sub-specialties, and tracks their training and practice locations. CAPER's comprehensive data collection supports research and policymaking in medical education and workforce planning

To learn more about CAPER, please visit [Home | CAPER](#).

#### **Mandate of Canadian Post-M.D. Education Registry Committee**

The mandate of the Canadian Post-M.D. Education Registry (CAPER) Committee is to:

- Provide oversight of CAPER (CAPER terms of reference can be made available upon request) and make recommendations to the AFMC Board of Directors regarding CAPER finances and substantive changes in policy;
- Ensure the confidentiality of data submissions and access in accordance with CAPER's policy on protection of personal information;
- Ensure that information on all post-M.D. trainees is recorded and distributed according to the mandate of CAPER;
- Deal with any other matter related to the purposes of CAPER.

#### **Appointment and Term of the CAPER Committee Chair**

The CAPER Committee shall be composed of a Chair appointed by AFMC and one representative from each of the CAPER partner organizations in good standing.

- The Chair will be nominated by the AFMC Board of Directors in consultation with the CAPER Committee. The Chair shall hold office for two years and be eligible for re-election up to a maximum of three times.

#### **Role and Responsibilities of the Chair:**

- Provide strategic leadership and direction to the Committee.
- Oversee the formulation and implementation of policies and procedures.
- Facilitate collaboration and communication among key stakeholders.
- Ensure the CAPER Initiative achieves its objectives and upholds the highest standards of excellence.

### Eligibility Criteria:

- **Affiliation:** Must be associated with an AFMC member institution.
- **Employment Restrictions:** Must not be employed by any CAPER Partner Organization. For a comprehensive list, please refer to the [Overview](#) section on the CAPER website.
- **Experience:** Demonstrated experience in medical education and leadership.
- **Commitment:** A strong dedication to the advancement of post-M.D. education.
- **Knowledge:** Familiarity with the CAPER Initiative and its services.

### Committee Meetings and CAPER Events

The CAPER Committee shall host two virtual meetings annually (spring and fall). Notice of annual meetings will generally be sent from CAPER at least three weeks in advance of the meeting. Reasonable notice will be given of other meetings. The organization of the meeting and setting of the agenda is the responsibility of the CAPER Program Lead in consultation with the CAPER Chair. The CAPER initiative hosts a CAPER Forum at the International Congress on Academic Medicine (ICAM) each year. However, attendance at this meeting is optional for both committee members and the Chair.

### Nomination Process:

To submit your nomination for the position of Chair, please follow the steps outlined below:

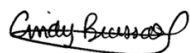
- Submit a nomination letter detailing your qualifications and vision for the role. We recommend including specific examples of your leadership experience, how you plan to contribute to the CAPER initiative, and a short biography.
- Send nominations to Cindy Brassard, CAPER Program Lead at [cbrassard@afmc.ca](mailto:cbrassard@afmc.ca) by **January 10, 2025**.

### Selection Process:

The selection process for the Chair position is designed to ensure fairness and transparency. It involves the following steps:

- The CAPER Committee will review the candidates' submissions and select those who best meet the eligibility criteria.
- The chosen candidate will then be presented to the AFMC Board of Directors for approval.

This structured approach guarantees a fair and transparent selection of the Chair, with contributions from both the AFMC and the CAPER Committee. If you wish to withdraw your nomination at any point during the nomination or selection process, please notify the CAPER Program Lead via email at [cbrassard@afmc.ca](mailto:cbrassard@afmc.ca).



Cindy Brassard  
CAPER Program Lead