



# GUIDEBOOK FOR THERAPEUTICS DECISION-MAKING (TDM) EXAMINATION TEST COMMITTEE MEMBERS



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JANUARY 2023

## **Welcome, Members of the TDM Examination Test Committee**

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## CONTEXT

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The Therapeutics Decision-Making (TDM) Examination is a national standardized examination that tests the application of knowledge in the pharmacological and nonpharmacological management of medical conditions.

The TDM exam aims to assess the competence of candidates at the level required of a family physician practising independently and safely in Canada. The content is developed by the Medical Council of Canada (MCC), and the examination is administered by the MCC on behalf of Practice-Ready Assessment (PRA) programs for use in the selection of candidates into PRA programs. The PRA route can be described as follows:

- A pathway to licensure for international medical graduates (IMGs) who have completed their postgraduate training outside of Canada and practised independently abroad
- A process that is designed to have common applicant screening based on minimum eligibility requirements by the medical regulatory authorities (MRAs) that include a mix of credentials, minimum practice experience, and screening assessments (e.g., point-in-time exams) and comparable processes in assessment (e.g., using common tools like the TDM exam)
- A process that is aimed at meeting rural and remote needs in Canada

## COMMITTEE STRUCTURE

The TDM Examination test committee consists of mostly family physicians in the following roles:

- A chair
- Five family physicians
- A pharmacist

The duration of each term is four years.

The TDM Exam Test Committee Terms of Reference document, which includes information about the committee structure, is available for test committee members to review.

## ROLES AND RESPONSIBILITIES

In accepting to participate in the TDM Examination test committee, you will be expected to do the following:

- Attend test committee meetings biannually (homework is often required prior to these meetings)
- Attend ad hoc meetings based on the needs of the exam
- Develop test items as required (some of this work is done as homework)
- Participate in the review of test items
- Participate in the revision of poorly performing test items
- Participate in the approval of exam test forms
- Participate in marking sessions (two or three members must attend each biannual session)

## TDM EXAMINATION FORMAT

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The TDM exam has been computer-based since 2020 and is delivered through a vendor named Prometric. Prior to 2020, the examination format was pencil and paper.

The TDM exam is three hours long and composed of 40 cases and approximately 100 short-answer write-in questions. On average, there are one to four questions per case. Each case is equally weighted regardless of case content. For each case, a percentage score is calculated, then all the case percentage scores are averaged. This way, regardless of what the maximum possible score of a case is, they contribute to the final score equally. The TDM exam is currently only offered in English.

## TDM CONTENT

Each case starts with a clinical scenario (stem) and is then broken down into questions. Each question is based on one of the following six key therapeutic concepts:

1. Appropriateness of therapy for a specific patient group
2. Drug interactions
3. Contraindications
4. Safety and adverse events
5. Education/counselling (common ground)
6. Prevention

Each question has a scoring key that specifies the correct answer, acceptable and not acceptable synonyms, and unacceptable answers if applicable. The scoring key will also specify any scoring notes that will be important for those marking the exam. For the most part, each question specifies the number of answers and maximum number of points.

Acceptable synonyms are answers that are similar to the answer key with minor differences in language or components.

Not acceptable synonyms are answers that are similar to the answer key but that

- do not reflect the best course of action in the management of the patient's condition, or
- are too vague, or
- do not follow the directive in the lead-in question.

Unacceptable answers are additional answers that are not similar to a correct answer and that are either

- too general for the question, or
- not the best course of action for the presenting clinical scenario.

Unacceptable answers are identified with a score of zero.

## THE TDM BLUEPRINT

The TDM exam is assembled based on the following Blueprint:

		Dimensions of care				Row %
		Health Promotion & Illness Prevention	Acute	Chronic	Safety & Adverse Effects	
Therapeutic interventions	Pharmacological Interventions	2	20	24	24	70*
	Non-Pharmacological Interventions	13	5	6	6	30*
		15	25	30	30	100
# of cases		6	10	12	12	40

\* Except for Health Promotion and Illness Prevention which is 30% pharmacological and 70% non-pharmacological.

## DEFINITIONS

Dimensions of Care	Focus of care for the patient, family, community and/or population
Health Promotion & Illness Prevention	The process of enabling people to increase control over their health and its determinants, and thereby improving their health. Illness prevention covers measures not only to prevent the occurrence of illness such as risk factor reduction but also to arrest its progress and reduce its consequences once established (includes but not limited to screening; periodic health exam; health maintenance; patient education, and advocacy, community and population health). <sup>1</sup>
Acute Illness	Brief episode of illness within the time span defined by initial presentation through to transition of care. This dimension includes but is not limited to urgent, emergent, and life-threatening conditions, new conditions, and exacerbation of underlying conditions.
Chronic Illness	Illness of long duration (includes but not limited to slow progression).
Safety & Adverse Effects	Unintended or harmful effect resulting from a medication or other intervention. Reactions that may occur in anyone or in susceptible subjects.

<sup>1</sup> World Health Organization, [who.int/chp/en](http://www.who.int/chp/en), accessed 14/05/2013

Therapeutic Interventions	Description
Pharmacotherapy Interventions	Interventions through introducing chemical substances to the human body. This dimension involves understanding of the different classes of drugs, how they are used therapeutically, their mechanism of action and how they are handled by the human body. Additionally, this dimension involves knowledge of contraindications to the use of chemical substances. Prescribed and non-prescribed medication interventions are included in this dimension.
Non-Pharmacotherapy Interventions	Therapy that does not involve medication and is beneficial to the health and well being of the patient (e.g., counseling, exercise, splints).

## CONSTRAINTS DEFINED

Constraints	Guideline
Clinical topic	Sample across family medicine topics as broadly as possible
Complexity	Multiple morbidities (at least 10%)
Age groups	Sample across age groups, including adult women of childbearing age and the frail elderly
Gender	Balance male and female evenly (with maximum of 40-60% split of either gender)

## MARKING THE TDM EXAM

There are no negative marks on the TDM exam. However, partial marks are awarded for prescriptions. The drug must be named correctly before other components of a prescription can be scored (i.e., dose, route, frequency, and duration). The dose must then be indicated correctly to award partial points to the rest of the prescription.

No additional points will be given for responses that exceed the maximum number of answers allowed. An answer and its synonyms can only be accepted once. If a candidate provides a correct answer and a synonym of that answer, point(s) should only be awarded once.

Candidates are instructed to write generic drug names. However, we still accept brand names. When asking for a drug class, we also accept drug names if they are indicated correctly. Candidates are not penalized for misspellings or typos.

## PSYCHOMETRICS

The MCC's research psychometricians provide support and education for test committees, including guidance on psychometrics, scoring, and standard setting. They focus MCC research in the following five areas: test content analysis and blueprinting, test development and scoring, standard setting, test fairness, and longitudinal evaluation studies.

The research psychometricians gather various sources of validity evidence to support the interpretation and uses of test scores. One source of evidence relates to statistical measures, including the reliability (i.e., reproducibility) of an exam and measures of test item functioning, including difficulty and discrimination.

Test items that perform well make it possible to discriminate between candidates who have mastered the content domain and those who have not (i.e., knowledgeable candidates answer correctly, and less knowledgeable candidates do not). A procedure known as an item analysis is performed to evaluate the quality of an item before it is used in scoring. Items with poor statistics may indicate (but do not dictate) potential content problems (e.g., missing answer key, typos in item stem). Accordingly, these items need to be reviewed by subject matter experts, who decide whether or not to drop them. The test theory that is currently being used for the TDM Examination is Classical Test Theory (CTT). The research psychometricians use statistics from this theory to analyze the performance of test items and score the candidates.

## ITEM ANALYSIS

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Several statistical properties are reviewed during an item analysis. Two important measures that provide information about how an item is functioning are item difficulty (measured using p-value) and the discrimination index (measured using case/item total correlations).

### P-VALUE

P-value is the average percentage score of an item for a group of candidates. If the p-value is high (i.e., close to 100%), it indicates, on average, candidates did well on this item. If the p-value is low (i.e., close to 0%), it indicates, on average, candidates did poorly on this item. Hard items with p-values lower than 10% need to be reviewed to ensure the items are correct and fair.

### CASE-TOTAL CORRELATION

Case-total correlation is the relationship between examinees' case scores and the sum of the rest of the cases. The relationship can be positive (0 to 1), negative (between -1 and 0) or neutral (0).

A positive case-total correlation suggests that the case is a good indicator of the candidate's ability (i.e., discriminative), as candidates who performed well on the case also performed well on the rest of the cases and vice versa.

A negative relationship in case-total correlation can indicate that the case is poorly written because high-ability candidates are getting a low score. Negative case-total correlation could indicate that there is an issue with the answer keys. High negative case-total correlation (close to -1) is rarely observed. Most of the negative case-total correlations are close to zero.

When the case-total correlation is close to zero, a candidate's case score does not predict how well the candidate performs on the rest of the cases. This may indicate that the case measures an ability that is completely unrelated to the ability measured by the rest of the cases.

### ITEM-TOTAL CORRELATION

Similar to case-total correlation, item-total correlation is the relationship between a particular question with the sum of the rest of the questions. It is an indicator of how well a particular question predicts the examinee's overall ability. It can be interpreted the same way as case-total correlation.

### ITEM SCORING AND EQUATING

The TDM test score is the average of percentage case scores. A candidate's percentage case score is calculated by dividing the sum of the candidate's question scores by the sum of the maximum question scores. The pass score for the TDM exam is 62%, which was set by committee members in 2018. Since the exam's difficulty changes over time, new exam scores need to be converted into previous exam scores in order to apply the passing score. This process is called equating. In TDM, we use the Tucker mean equating algorithm to convert exam scores. Then, candidates' pass or fail status is determined using the pass score.

## **CONTENT DEVELOPMENT AND MOC5**

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The MCC uses a content management system known as *MOC5*. This item bank helps manage and streamline content development. Before each committee meeting, MCC staff will send work assignments to committee members. These assignments usually consist of topics for creating new exam questions. Committee members enter their newly created questions directly in MOC5 before each meeting. During the meeting, the content is displayed via MOC5 to the committee for discussion and validation.

Please consult the MOC5 Guide for TDM items for more information.

## **SUPPORT AND OVERSIGHT OF THE TDM TEST COMMITTEE**

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### **ASSESSMENT DEPARTMENT (AD)**

The Assessment Department oversees the development and administration of MCC examinations and provides support to the test committee. The team includes the following:

- Chief Assessment Officer
- Manager of Content Development and Psychometrics
- Medical Education Advisor
- Team Leader, Content Development
- Assessment Content Developers
  - Their role is to work closely with the test committee to support the creation of examinations. They attend all test-committee-related activities to ensure that everything runs smoothly for members.
- Coordinators of Assessment Content
  - Their role is to support test committee logistics and offer administrative support. They usually communicate with members through the [committees@mcc.ca](mailto:committees@mcc.ca) inbox.
- Research Psychometrists and Statistical Analysts
  - Their role is to assemble the examinations according to the Blueprint and test constraints. They also calculate exam-related statistics.

### **BUSINESS TECHNOLOGY DEPARTMENT (BTD)**

Our BTD is on standby during test committee meetings to help members troubleshoot any technical issues with MCC systems. Should you require their support, please communicate with the Coordinator of Assessment Content or the Assessment Content Developer responsible for your test committee and they will coordinate assistance.

### **EXAMINATION OVERSIGHT COMMITTEE (EOC)**

The EOC is responsible for ensuring that MCC examinations are appropriate for their intended purpose(s) and administered through validated, standardized, and reliable processes and formats. They approve Blueprint adjustments and examination formats. They are also responsible for approving exam results and reviewing special cases.

## POLICIES

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### TRAVEL POLICY

The MCC Travel Policy includes details about allowances, reimbursements, and procedures with regards to travelling to attend an MCC activity and is available to test committee members. The MCC works with a preferred travel agency, Centrum Travel, which provides full travel services including air travel, hotel accommodations and car rentals.

#### **Centrum Travel**

Attn: John Ostris

12-300 EARL GREY DRIVE  
OTTAWA ON K2T 1B8

Email: [john@centrumtravel.ca](mailto:john@centrumtravel.ca)

Phone: 613-592-4144 or 1-866-366-8834

For additional travel information, please review the MCC Travel Policy in LearnUpon.

### CODE OF BUSINESS CONDUCT

Participants are required to sign the MCC Code of Business Conduct once a year for each type of activity they attend. Among other important topics, this document outlines what to do in cases of conflict of interest. Please review in Appendix II.

### PROFESSIONAL DEVELOPMENT CREDIT (CPD) CERTIFICATE

As part of physicians' participation on the TDM Exam test committee, they receive a yearly certificate of participation to claim continuing professional development credits. Certificates are sent out at the end of each year.

## CONTACT US

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If you have any questions or concerns, please email us at [committees@mcc.ca](mailto:committees@mcc.ca).

#### **Individual support:**

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*We appreciate your contribution!*

# Appendix I

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The following pages are the TDM Terms of Reference for:

- The Therapeutics Decision-Making (TDM) Examination

TERMS OF REFERENCE  
**THERAPEUTICS DECISION-MAKING  
(TDM) TEST COMMITTEE**

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**1. Establishment of the committee**

The TDM Examination was designed to replace regional therapeutics knowledge exams by using best practices to create a standardized, pan-Canadian exam that medical regulatory authorities (MRAs) and Practice-Ready Assessment (PRA) programs could rely on for assessing physicians over time and licensing decisions.

In 2015, the TDM Test Committee was created to support the development and maintenance of examination content, and until 2019, was reporting to the National Assessment Collaboration (NAC) PRA Committee. In 2021, the Exam Oversight Committee (EOC) was created to replace and expand the roles of previous oversight committees. Even though the TDM Test Committee is now fully decoupled from the oversight committee, it continues to play a key role in the development of high-quality standardized examinations.

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**2. Purpose**

The committee supports the development and maintenance of examination content to ensure the delivery of high-quality examinations.

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**3. Responsibilities**

The committee will be responsible for the following:

- Developing and reviewing examination items
- Approving items before using them on examinations
- Reviewing and approving test forms
- Participating in the identification of content gaps
- Participating in the refinement of content development processes

Committee members may also be involved in other activities, such as the following:

- Validating scoring keys for short constructed-response items (write-ins).
- Marking of short constructed-responses
- Reviewing of flagged items
- Participating in results rechecks

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**4. Membership and term**

The committee must comprise a chair and at least seven members. Committee membership will include the following:

- At least five family physicians
- At least one pharmacist
- Fair representation in terms of gender, location (rural and urban), region of the country and postgraduate training (Canadian and international)

Each member must have experience and interest in medical education/assessment, maintain an active license, or be actively engaged in Canada's health care system. In addition, members must have valid credentials and be in good standing with their practising/licensing authority. For example, physician members must hold a valid Licentiate

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of the MCC (LMCC) and be in good standing with the provincial/territorial licensing authority in the province/territory where they practice medicine. Physicians who have retired or who have ceased to practise medicine for less than 2 years may also be part of the committee. The chief assessment officer (CAO) may consider exceptions in extraordinary circumstances.

The chair, in consultation with MCC staff and other committee members, recommends new members to MCC's CAO. Based on the needs of the committee, the CAO appoints committee members and the chair for four-year terms. This may be renewable, based on mutual consent, dependent on the needs of the committee. The maximum length of active membership on a given committee is three terms as a member and two terms as chair. Should a member be appointed to become chair of a committee, they may be offered an additional two terms in their new role. These appointments are at the discretion of the CAO and dependent on the needs of the committee. Terms exceeding this length will be considered on a case-by-case basis.

Appointments will be staggered, where possible, to ensure committee continuity. Committees also have access to consultants and guests based on specific needs.

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**5. Meetings and related work**

The committee members will meet, at a minimum, once annually to fulfill their responsibilities as outlined above. Meetings can be held in-person or via videoconference.

The working language of the committee at meetings, teleconferences, and videoconferences will be English.

The MCC staff will schedule meetings several months in advance to ensure the attendance of committee members and that activities run smoothly.

The MCC staff also plans meetings and related activities to optimize the use of meeting time and to ensure engagement with committee members. Individual work may be assigned prior to or after the meeting to fulfill the committee's responsibilities.

According to the Honorarium Payment Policy, the MCC pays a daily honorarium for attending meetings and individual assignments. The MCC also reimburses travel and expense costs according to the MCC Travel Policy.

If the chair is unable to attend a meeting, the chair, in consultation with MCC staff, may delegate their responsibilities to another member.

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**6. Documentation and reporting**

The MCC staff, in collaboration with the committee chair, will provide a summary of committee activities to the MCC's CAO.



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Furthermore, the MCC's CAO will report a summary of activities to the EOC on an annual basis or more frequently, as required.

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**7. Confidentiality**

The work of the committee, including the discussions conducted during meetings, and the material and documents distributed for the meetings should be considered confidential.

Documents that contain sensitive information may be circulated to committee members using a secure format and must be kept confidential. Only committee members may access such material; their administrative staff must not access, print, download, or otherwise have contact with any confidential material.

Any material printed or otherwise saved for use during a meeting must be securely disposed of immediately following the meeting.

Committee members must uphold the MCC's Code of Business Conduct in all aspects of their work, both in-person and electronically, including email and document management.

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**8. Quorum and decision-making**

N/A

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**9. Performance management**

Committee members will participate in an orientation on their roles and responsibilities as members working on behalf of the MCC to ensure a collective and collaborative approach that aligns with the MCC's vision, values, and shared goals.

Each year, the committee chair in consultation with MCC staff, reviews the performance of each committee member, and provides feedback when appropriate.

In exceptional circumstances, the MCC's CAO may dismiss a committee member due to lack of alignment with the MCC's vision, values, and shared goals, lack of commitment, inadequate performance, failure to attend, or other concerns deemed unacceptable.

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**10. Amendments**

N/A

# Appendix II

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The following is the:

- MCC Code of Business Conduct
- Code de conduite des affaires du CMC



## MCC Code of Business Conduct

### 1. Objective

The Medical Council of Canada (“MCC”) is a Canadian registered charity whose principal operations include assessing medical students and graduates through various examinations that are administered in Canada and around the world.

Integrity and preserving the trust that has been placed in the MCC are at the core of the MCC’s operations. As an organization, we also value diversity and the benefit of combining the unique qualities and strengths that are inherent in a diverse workforce. It is the intention of the MCC to maintain a culture that encourages engagement, collaboration and respectful communication.

This Code of Business Conduct (“Code”) is based on those values, practices and ethical behaviours, and it sets out the principles, standards and behaviours to which we hold ourselves and others accountable.

### 2. Application

This Code applies to:

- Members of Council of the MCC, including its committees and working groups;
- Members of examination and test committees;
- Examination staff and other onsite contract staff; and
- External vendors, contractors and consultants.

For purposes of this Code, the foregoing individuals, corporations, trusts, or partnerships, are collectively referred to as “Persons” or individually as a “Person”.

If there is an agreement between the MCC and a Person that addresses any of the subjects in this Code (e.g., the treatment of confidential information), the terms and conditions of the agreement will prevail in the event of any ambiguity or conflict between the agreement and this Code.

Further, due to their employment relationships, Persons may also be bound by corporate or academic codes of conduct or related policies. This Code is not intended to supersede or replace those codes or policies, which continue to apply to Persons while they are acting in their capacity as employees of their employer (other than the MCC). Instead, this Code applies to Persons when they are acting for or on behalf of the MCC, whether on MCC premises or not, or during regular working hours or not.

### **3. Legal and ethical standards**

In their interactions or involvement with the MCC, each Person must, at all times, act honestly, with integrity, and in a manner that will bear the closest public scrutiny. All Persons must conduct themselves in accordance with all applicable laws (including, if the Person is an employer, all applicable employment laws). Even where this Code does not address a particular situation, all Persons must act in accordance with the principles specified herein.

#### **3.1 Conflicts of Interest**

A conflict of interest can be defined as a situation, whether actual or perceived, where the personal, professional, or business interests of a Person (including their family members, friends or colleagues) may conflict with the interests of the MCC. The following are examples of situations where an actual, perceived or potential conflict of interest may be present:

- a test committee member has a child or other close relative attending medical school;
- a Member of Council is given an expensive gift by a person who wishes to receive a contract from the MCC.

All Persons must attempt to avoid any actions or situations that could result in a conflict of interest. Where a Person identifies an actual, perceived or potential conflict of interest (whether or not the Person is the subject of the conflict of interest), the Person must promptly report the conflict of interest in writing to the Executive Director of the MCC at [coi@mcc.ca](mailto:coi@mcc.ca). The Executive Director, with the assistance of impartial MCC staff, will then make a determination as to what further actions may need to be taken. Depending on the materiality of the conflict of interest (or perceived conflict of interest), the MCC may, without limiting any of its potential actions or remedies, require:

- the applicable Person(s) to declare the conflict to all relevant parties before participating in the discussions, decisions, or processes relating to the conflict;
- that the applicable Person(s) be given reduced access to information that is pertinent to the conflict;
- that the applicable Person(s) withdraw from any and all relevant discussions, decisions or processes; and/or
- that the applicable Person(s) withdraw from or cease specified MCC activities for a period of time to be determined by the MCC.

#### **3.2 Insider information**

No Persons shall take personal advantage of, or benefit from, any MCC information that is not generally available to the public and that is obtained through their involvement with the MCC.

#### **3.3 Gifts and entertainment**

Those Persons who are paid to provide goods or services to the MCC must not give or offer to give any gift, gratuity, entertainment, hospitality or benefit that could influence or appear to influence an MCC employee's ability to make decisions that are in the best interests of the MCC. Subject to the foregoing, these requirements are not intended to preclude the exchange

of any gift, gratuity, entertainment, hospitality or benefit that is given infrequently, is lawful, is of minimal value, and would commonly be exchanged in a business relationship.

### **3.4 Anti-bribery and corruption**

All forms of bribery, extortion, kickbacks, corruption, embezzlement, or other improper attempts to gain influence, are strictly prohibited by the MCC.

### **3.5 Business records and fraud**

It is the responsibility of all Persons to submit accurate records to the MCC. Falsifying invoices, travel claims, or other records is considered to be a fraudulent activity and puts the MCC at financial and reputational risk. While honest mistakes may occur from time to time, intentional efforts to mispresent records will be deemed to be a breach of this Code.

## **4. Standards of conduct**

### **4.1 Respectful workplace**

All Persons have a role to play in maintaining the MCC's culture of openness, honesty and transparency. That culture is underpinned by a respectful workplace. To ensure that the MCC remains a healthy, safe, respectful and inclusive environment, the MCC workplace (or any place where the operations of the MCC are conducted) must be free of violence, discrimination, personal and sexual harassment, intimidation, humiliation, or disrespectful or demeaning behaviour. Violence, discrimination and harassment can take many forms including physical actions, spoken or written words or media. Such behaviour could also take the form of engaging in a course of vexatious comments or conduct related to one or more of the grounds prohibited by applicable human rights legislation, including a person's characteristics such as age, race, colour, religion, sex (gender), sexual orientation, status, national or ethnic origin, physical or mental disability or any other prohibited grounds recognized by law.

Any threats or acts of violence, discrimination or harassment will not be tolerated by the MCC, and should immediately be brought to the attention of an impartial staff member of the MCC.

### **4.2 Confidentiality and privacy**

During their involvement with the MCC, Persons may have access to confidential information, personal information (i.e., any information that refers to an identifiable individual, such as name, date of birth, residential address, phone number, and MINC), and other information that is proprietary to the MCC (collectively, "Confidential Information"). For greater certainty, Confidential Information includes all materials relating to any MCC examinations, such as questions and answers, scoring methods, questionnaires, and any related reports, documents, results, investigations, or proceedings.

The unauthorized use or disclosure of any Confidential Information could cause damage to the MCC as well as others involved with the MCC, such as examination candidates or entities that rely on the integrity of MCC examination methods and results.

All Persons must protect and not divulge to any other person any Confidential Information without the prior written consent of the MCC. Further, all Persons who may or have come into contact with any Confidential Information shall ensure the security of that information by using secure storage, access and transmission methods that are satisfactory to the MCC, but in any case no less secure than the methods that the Person uses to secure their confidential information.

All Persons must promptly report to the MCC any loss or unauthorized use or disclosure of any Confidential Information.

If applicable all persons consent and agree that the MCC may video record (with or without audio) the invigilation of exams for quality assurance and exam security purposes (hereinafter “Video Recordings”).

If applicable Persons agree that the MCC can use the personal information it collects about Persons for the purposes of administering an exam and for any other purposes as outlined in its Privacy Policy or in the exam Terms and Conditions.

The MCC may use Video Recordings in connection with investigations of any alleged examination irregularity, disruption, misconduct and any requested reconsideration, and any subsequent appeal, of allegations, including misconduct, of irregular behaviour in accordance with the MCC by-laws, policies and regulations. Video Recordings will not be used for the purpose of re-scoring any examination.

*Quality assurance:* The MCC may use Video Recordings and de-identified examination data, for research purposes and ongoing quality assurance and development and improvement of the examinations.

These requirements remain applicable even after the Person ceases to be involved with the MCC.

### **4.3 Publicity**

Persons who are external vendors, contractors or consultants to the MCC will not advertise or publicize their relationship with the MCC without the prior written approval of the MCC. Any inquiry that a Person may receive from news media concerning the MCC, or the Person’s relationship with the MCC, must be referred to the MCC for coordination prior to response.

### **4.4 Ownership of intellectual property**

Persons involved with the MCC are often engaged in research and development activities for the MCC. If such activities result in the creation or development of any intellectual property rights (i.e., any right that is or may be granted or recognized under any Canadian or foreign law regarding patents, inventions, copyright, moral rights, trade secrets, trade-marks, trade names, or any other statutory provision of legal principle regarding intellectual property, whether registered or unregistered, and including rights in any application, registration, renewal or extension for any of the foregoing), such intellectual property will be the exclusive property of the MCC, whether created on MCC premises or not, or during regular working hours or not.

All Persons will transfer and assign to the MCC all legal and equitable rights, title, ownership and interest in any intellectual property rights that they create or develop while engaged by the MCC and agree to execute and deliver any further documents and instruments as may be necessary to fully and effectually give effect to such transfer and assignment.

Further, each Person irrevocably waives all moral rights arising under the Copyright Act (Canada) or similar legislation in any applicable jurisdiction, or at common law, that they have or may have with respect to the intellectual property rights that they created or developed, including any rights that they may possess to have their name associated with, or dissociated from, the intellectual property rights, any rights that they may have to prevent the alteration, translation or destruction of the intellectual property rights, and any rights that they may have to control the use of the intellectual property rights in association with any product, service, cause or institution.

If applicable examination materials, including but not limited to exam questions, persons answers and any Video Recordings of the examination or Committee meetings are the sole and exclusive possession of the MCC and do not constitute personal information within the meaning of the privacy policy.

Video Recordings become and are the sole possession and property of the MCC. The MCC may, in its sole and absolute discretion refuse to disclose to any candidate or third party any Video-Recording, in whole or in part, including where such disclosure may disclose trade secrets or other business confidential or proprietary information of the MCC, including exam content or where such disclosure may undermine the integrity of any aspect of the examination process or any other function of the MCC or other matters within its authority.

These requirements remain applicable even after the Person ceases to be involved with the MCC.

## **4.5 Use of MCC property**

Persons must not make any personal use of, or benefit from, other than incidentally and inconsequentially, the MCC's property, including office equipment, furniture, computers, office supplies, as well as the MCC's email and Internet systems or access. Without limiting the foregoing, Persons are prohibited from connecting to websites or downloading files or information with inappropriate content.

# **5. Compliance**

## **5.1 Reporting violations**

Persons must report to the MCC any violations or potential violations of this Code or any applicable laws.

## **5.2 Violations of this Code**

Any breach of the Code could lead to disciplinary measures against the responsible Person(s) including without limitation, their removal from office, their expulsion from committees, or the

termination of the applicable contract. Actual or potential breaches of the Code must not be tolerated or ignored, and should be reported to an impartial MCC contact as soon as possible.

Delays in reporting any breaches may significantly compromise the MCC's ability to effectively deal with these situations and to protect the legal rights of the MCC, its Members of Council, Executive Board members, and executive/senior staff.

### **5.3 Adherence of this Code**

To the greatest extent possible, the MCC's commercial arrangements with Persons will include the Code by reference, and will oblige those Persons to comply with its provisions.

Those Persons who do not have a separate contract with the MCC will agree to abide by the provisions of this Code by executing the acknowledgement below.

I, the undersigned, acknowledge that I have read and understood the MCC Code of Business Conduct, and agree to abide by the provisions of the Code, and to take personal responsibility for complying with its requirements.

Name of person: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
DD / MM / YYYY

If the signee is a minor, written consent is required from a parent or legal guardian. I have read the above statement and agree to the terms and conditions on behalf of:

\_\_\_\_\_  
*(Name of applicant)*

Parent / legal guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_  
DD / MM / YYYY



## Code de conduite des affaires du CMC

### 1. Objectif

Le Conseil médical du Canada (le « CMC ») est un organisme caritatif canadien enregistré dont les principales activités comprennent l'évaluation des étudiants et des diplômés en médecine grâce à divers examens administrés au Canada et partout dans le monde.

L'intégrité du CMC et le maintien de la confiance qui lui a été accordée sont au cœur des activités de celui-ci. En tant qu'organisme, nous apprécions également l'importance de la diversité et l'avantage de regrouper les qualités et les forces uniques inhérentes à une main-d'œuvre diversifiée. Le CMC a l'intention de maintenir une culture favorisant l'engagement, la collaboration et la communication respectueuse.

Le présent code de conduite des affaires (le « code ») est fondé sur ces valeurs, pratiques et comportements éthiques et il énonce les principes, les normes et les conduites dont nous et les autres personnes sommes responsables.

### 2. Application

Le présent code s'applique :

- aux membres du conseil du CMC, y compris ses comités et ses groupes de travail;
- aux membres des comités d'examens et de tests;
- aux membres du personnel qui administrent les examens, ainsi qu'aux autres membres du personnel contractuel sur place; et
- aux fournisseurs, entrepreneurs et consultants externes.

Aux fins du présent code, les personnes, sociétés, fiducies ou partenariats susmentionnés sont collectivement appelés des « personnes » ou individuellement, une « personne ».

S'il existe une entente entre le CMC et une personne qui aborde l'un des sujets du présent code (comme par exemple, le traitement de l'information confidentielle), les modalités de l'entente prévaudront en cas d'ambiguïté ou de conflit entre l'entente et le présent code.

De plus, en raison de leurs relations de travail avec d'autres entités, des personnes peuvent également être liées par des codes de déontologie d'entreprises ou de milieux universitaires ou par des politiques connexes. Le présent code ne vise pas à annuler ou à remplacer ces codes ou politiques, qui continueront de s'appliquer aux personnes pendant qu'elles agissent en leur qualité d'employés d'une entité autre que le CMC. Ce code s'applique plutôt aux personnes pendant qu'elles agissent au nom ou pour le compte du CMC, que ce soit sur les lieux du CMC ou non, ou pendant les heures normales de travail ou non.

### **3. Normes légales et déontologiques**

Dans le cadre de ses interactions avec le CMC ou de ses interventions auprès de celui-ci, chaque personne doit en tout temps agir avec honnêteté et intégrité et d'une manière qui résistera au plus strict examen public. Toutes les personnes doivent se conduire conformément aux lois applicables (y compris, si la personne est un employeur, toutes les lois applicables en matière d'emploi). Même si le présent code n'aborde pas une situation particulière, toutes les personnes doivent agir en conformité avec les principes indiqués aux présentes.

#### **3.1 Conflits d'intérêts**

Par conflit d'intérêts, on entend toute situation, réelle ou perçue, où les intérêts personnels, professionnels ou commerciaux d'une personne (y compris les membres de sa famille, ses amis ou ses collègues) peuvent s'avérer contradictoires aux intérêts du CMC. Des exemples de situations pouvant constituer un conflit d'intérêts réel, perçu ou potentiel sont présentés ci-dessous :

- un membre d'un comité de tests a un enfant ou un autre parent proche qui fréquente une école de médecine;
- un membre du conseil reçoit un cadeau coûteux de la part d'une personne qui souhaite obtenir un contrat du CMC.

Toutes les personnes doivent tenter d'éviter toute démarche ou situation pouvant occasionner un conflit d'intérêts. Lorsqu'une personne identifie un conflit d'intérêts réel, perçu ou potentiel (peu importe si la personne fait elle-même l'objet du conflit d'intérêts), elle doit sans délai signaler le conflit d'intérêts par écrit au directeur général du CMC à l'adresse [coi@mcc.ca](mailto:coi@mcc.ca).

Avec le concours d'un membre impartial du personnel du CMC, le directeur général prendra alors une décision quant aux mesures appropriées. Selon l'importance du conflit d'intérêts (ou du conflit d'intérêts perçu), le CMC pourra, entre autres, demander que :

- la ou les personnes concernées déclarent le conflit à toutes les parties en cause avant de participer aux délibérations, aux décisions ou aux processus relatifs au conflit;
- la ou les personnes concernées aient un accès réduit aux renseignements s'avérant pertinents au conflit;
- la ou les personnes concernées se retirent de l'ensemble des délibérations, décisions ou processus pertinents; et(ou)
- la ou les personnes concernées se retirent de certaines activités précisées du CMC ou cessent de telles activités pendant une période devant être établie par le CMC. :

#### **3.2 Renseignements confidentiels**

Aucune personne ne tirera un avantage personnel ni ne bénéficiera de quelque renseignement du CMC qui n'est pas en général accessible au public et qui a été obtenu dans le cadre de son intervention auprès du CMC.

### **3.3 Cadeaux et divertissement**

Les personnes qui sont payées pour fournir des biens ou des services au CMC ne doivent pas donner ou offrir de donner des cadeaux, des pourboires, du divertissement, des marques d'hospitalité ou des avantages qui pourraient influer ou sembler influer la capacité d'un employé du CMC de prendre des décisions en fonction des meilleurs intérêts du CMC. Sous réserve de ce qui précède, ces exigences ne visent pas à interdire l'échange d'un cadeau, d'un pourboire, d'un divertissement, d'une marque d'hospitalité ou d'un avantage qui est accordé peu souvent, qui ne contrevient pas à la loi, qui est d'une valeur minime et qui est de la sorte couramment échangée dans le cadre d'une relation commerciale.

### **3.4 Lutte contre la corruption et les pots-de-vin**

Toutes les formes de corruption, d'extorsion, de pots-de-vin, de prévarication, de détournement ou toute autre malversation destinées à exercer une influence sont strictement interdites par le CMC.

### **3.5 Relevés et fraude**

Il incombe à toutes les personnes de soumettre des dossiers précis au CMC. La falsification de factures, de demandes d'indemnités de déplacement ou d'autres relevés est considérée comme une activité frauduleuse et expose le CMC à un risque financier et à une atteinte à sa réputation. Alors que des erreurs peuvent se produire, toute démarche visant à présenter faussement des relevés sera réputée constituer une infraction au présent code.

## **4. Normes de déontologie**

### **4.1 Milieu de travail respectueux**

Toutes les personnes ont un rôle à jouer pour maintenir la culture d'ouverture, d'honnêteté et de transparence du CMC. Cette culture est issue d'un milieu de travail respectueux. Pour assurer que le CMC demeure un milieu sain, sécuritaire, respectueux et inclusif, son environnement de travail (ou tout endroit où se déroulent ses activités) doit être libre de toute conduite qui comporte de la violence, de la discrimination, du harcèlement personnel et sexuel, de l'intimidation, de l'humiliation ou un manque de respect, ou qui se veut dégradante. La violence, la discrimination et le harcèlement peuvent revêtir de nombreuses formes, y compris des actions physiques ou encore des mots ou des médias prononcés ou écrits. Une telle conduite pourrait également prendre la forme de commentaires ou d'une conduite vexatoires portant sur un ou plusieurs des motifs interdits par la législation applicable sur les droits de la personne, y compris les caractéristiques d'une personne comme l'âge, la race, la couleur, la religion, le sexe (genre), l'orientation sexuelle, le statut, l'origine nationale ou ethnique, l'incapacité physique ou mentale ou tout autre motif interdit que reconnaît la loi.

Le CMC ne tolérera aucune menace ni aucun acte de violence, de discrimination ou de harcèlement. Tout comportement de la sorte devrait être immédiatement porté à l'attention d'un membre impartial du personnel du CMC.

## 4.2 Confidentialité et protection des renseignements personnels

Durant leurs implications avec le CMC, les personnes peuvent avoir accès à des renseignements confidentiels, à des renseignements personnels (c'est-à-dire, des renseignements portant sur une personne identifiable, comme son nom, sa date de naissance, son adresse domiciliaire, son numéro de téléphone et son numéro MINC#NIMC) et d'autres renseignements exclusifs au CMC (collectivement, les « renseignements confidentiels »). Il demeure entendu que les renseignements confidentiels englobent tous les documents relatifs aux examens du CMC, comme les questions et réponses, les méthodes de pointage, les questionnaires et les rapports, documents, résultats, enquêtes ou procédures connexes.

L'utilisation ou la divulgation non autorisée des renseignements confidentiels pourrait nuire au CMC ainsi qu'à d'autres personnes qui interagissent avec celui-ci, comme des candidats aux examens ou les entités qui s'en remettent à l'intégrité des méthodes et des résultats d'examen du CMC.

Toutes les personnes doivent protéger les renseignements confidentiels et s'abstenir de les divulguer à quelque autre personne sans le consentement préalable écrit du CMC. En outre, toutes les personnes qui peuvent obtenir ou avoir obtenu des renseignements confidentiels doivent s'assurer de la sécurité de ces renseignements en utilisant des méthodes de stockage, d'accès et de transmission protégées convenant au CMC, mais qui ne seront de toute façon pas moins protégées que les méthodes qu'utilise cette personne pour ses propres renseignements confidentiels.

Toutes les personnes doivent signaler sans délai au CMC toute perte ou toute utilisation ou divulgation non autorisée des renseignements confidentiels.

Si applicable, toutes les personnes acceptent que le CMC peut filmer (avec ou sans son) la surveillance des examens à des fins d'assurance de la qualité ainsi que pour assurer l'intégrité de l'examen. (Ci-après « Enregistrements vidéo »)

Si applicable, toutes les personnes acceptent que le CMC utilise les renseignements personnels qu'il recueille à vos sujets aux fins de l'administration des examens et à toute autre fin décrite dans sa Politique sur la protection des renseignements personnels ou dans la terminologie ou conditions générales de l'examen.

Le CMC peut utiliser ces enregistrements vidéo afin d'enquêter sur toute irrégularité, ou interruption du processus de l'examen, dérangement, inconduite et/ou toute demande de reconsideration ou éventuel appel des résultats de l'EACMC, partie II. Le CMC pourrait également utiliser les enregistrements aux fins d'une enquête portant sur des allégations de comportement irrégulier ou d'inconduite conformément aux statuts, politiques et règlements du CMC concernant l'EACMC, partie II. Les enregistrements vidéo ne seront pas utilisés aux fins de renoter les résultats de l'EACMC, partie II.

**Assurance de la qualité :** Le CMC peut utiliser les Enregistrements vidéo ainsi que des données d'examen anonymisées à des fins de recherche, d'assurance de la qualité continue et d'amélioration et de développement d'examens.

Ces exigences demeurent applicables, même après que la personne cesse d'être impliquée avec le CMC.

### **4.3 Publicité**

Les personnes qui sont des fournisseurs, des entrepreneurs ou des consultants externes du CMC s'abstiendront d'annoncer ou de publier leur relation avec le CMC sans l'approbation préalable écrite de celui-ci. Toute demande qu'une personne peut recevoir de la part des médias d'information au sujet du CMC ou de la relation de la personne avec le CMC doit être transmise au CMC aux fins de coordination avant toute réponse.

### **4.4 Possession de la propriété intellectuelle**

Les personnes impliquées avec le CMC participent souvent à des activités de recherche et de développement. Si de telles activités occasionnent la création ou le développement de droits de propriété intellectuelle (c'est-à-dire de droits qui sont ou peuvent être accordés ou reconnus en vertu d'une loi canadienne ou étrangère sur les brevets, les inventions, les droits d'auteur, les droits moraux, les secrets commerciaux, les marques de commerce, les appellations commerciales ou toute autre disposition législative d'un principe légal concernant la propriété intellectuelle, enregistrée ou non, y compris les droits concernant une demande, un enregistrement, un renouvellement ou une prolongation de l'un des éléments précités), cette propriété intellectuelle appartiendra exclusivement au CMC, qu'elle ait été ou non créée sur les lieux du CMC et pendant les heures normales de travail ou non.

Toutes les personnes transféreront et céderont au CMC l'ensemble des droits, des titres, de la propriété et des intérêts légaux et en equity dans tout droit de propriété intellectuelle qu'elles peuvent créer ou développer pendant qu'elles sont engagées par le CMC et s'engagent à signer et à remettre les autres documents et actes pouvant s'avérer nécessaires pour donner pleinement et valablement effet à ce transfert et à cette cession.

De plus, chaque personne renonce irrévocablement à tous les droits moraux découlant de la loi sur les droits d'auteur (Canada) ou d'une loi similaire dans un territoire concerné ou en common law, qu'elle a ou peut avoir à l'égard des droits de propriété intellectuelle qu'elle a créés ou développés, y compris tout droit qu'elle peut posséder de voir son nom associé aux droits de propriété intellectuelle, aux droits qu'elle peut avoir d'empêcher la modification, la traduction ou la destruction des droits de propriété intellectuelle et aux droits qu'elle peut avoir de contrôler l'utilisation des droits de propriété intellectuelle en association avec un produit, un service, une cause ou une institution, ou tout droit qu'elle peut posséder de voir son nom en être dissocié.

Si applicable, les matériaux d'examen, incluant en autre mais non pas limité aux questions, vos réponses, et tout Enregistrement vidéo de l'examen ou des rencontres avec un comité sont la propriété exclusive du CMC et ne sont pas considérés des renseignements personnels au sens de la politique concernant la confidentialité et les matières privées.

*Enregistrement vidéo* : Tout Enregistrement vidéo est la propriété exclusive du CMC. Le CMC peut, à son entière discréction refuser de divulguer tout Enregistrement vidéo, en entier ou en partie si une telle divulgation pourrait, entre autre, dévoiler de secrets commerciaux ou des renseignements confidentiels ou exclusifs du CMC, incluant du contenu de l'examen ou si une telle divulgation pourrait miner l'intégrité du déroulement du processus de l'examen tout autre processus du CMC.

Ces exigences demeurent applicables, même après que la personne cesse d'être impliquée avec le CMC.

## **4.5 Utilisation de la propriété du CMC**

Les personnes doivent s'abstenir de faire un usage personnel ou de bénéficier des biens du CMC, autrement que d'une manière fortuite et sans importance, y compris l'équipement de bureau, les meubles, les ordinateurs, les fournitures de bureau, ainsi que les systèmes de courriel et d'Internet du CMC ou l'accès à ceux-ci. Sans restreindre la portée de ce qui précède, il est interdit aux personnes de consulter des sites Web ou de télécharger des fichiers ou des renseignements dont le contenu est inapproprié.

# **5. Conformité**

## **5.1 Déclaration des infractions**

Les personnes doivent signaler au CMC toute infraction réelle ou potentielle au présent code ou à toute loi applicable.

## **5.2 Infractions au présent code**

Toute violation au code pourrait entraîner des mesures disciplinaires contre la ou les personnes responsables, y compris, notamment, la destitution de leurs fonctions, leur expulsion des comités ou la résiliation du contrat applicable. Les infractions réelles ou potentielles au code ne doivent pas être tolérées ou ignorées et devraient être signalées le plus tôt possible à une personne ressource impartiale du CMC. Les retards dans la dénonciation des infractions peuvent gravement compromettre la capacité du CMC de gérer efficacement de telles situations et de protéger ses droits légaux et ceux des membres de son conseil, des membres de son conseil de direction et de son personnel de direction/de ses cadres supérieurs.

### **5.3 Respect du présent code**

Dans toute la mesure du possible, les arrangements commerciaux du CMC avec les personnes incluront le code par renvoi et obligeront ces personnes à en respecter les dispositions.

Les personnes qui n'ont pas de contrat distinct avec le CMC s'engageront à respecter les dispositions du présent code en signant la reconnaissance prévue ci-dessous.

Je soussigné(e) reconnaissais avoir lu et compris le code de conduite des affaires du CMC et m'engage à en respecter les dispositions et à être personnellement responsable de me conformer avec ses exigences.

Nom de la personne : \_\_\_\_\_

Signature : \_\_\_\_\_

Date: \_\_\_\_\_  
JJ / MM / AAAA

Si le signataire est d'âge mineur, le consentement écrit de l'un de ses parents ou de son tuteur légal est nécessaire. J'ai lu ce qui précède et j'accepte les termes et conditions au nom de :

\_\_\_\_\_  
*(Nom du demandeur)*

Signature du parent / tuteur légal: \_\_\_\_\_

Date: \_\_\_\_\_  
JJ / MM / AAAA