

Competence Committee Report Letter to the Residency Program Committee Suggested Template

Section A: Background Details

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| **Resident Name: PGY Level: Stage:** |  |
| **Date of Review:** |  |
| **Primary Reviewer:** |  |
| **Secondary Reviewer:** |  |
| **CC members present:** |  |
| **Type of Review:** | o Regular review. |
|  | o Concern has been flagged. |
|  | o Completion of stage requirements and eligible for promotion or completion of training. |
|  | o Requirement to determine readiness for certification exam. |
|  | o Appears to be a significant delay in the Resident’s progress or academic performance. |
|  | o Appears to be a significant acceleration in the resident’s progress. |

Section B: Process – what the Competence Committee reviewed

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|  | o Academic Coach Progress report |
|  | o Competence Committee Primary Reviewer |
|  | o 6-month Program Director meeting reviews |
|  | o Addition information, as required. Please specify: |

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| **Section C: EPAs – Has the Resident met the requirements of the assessment plan?** | | | |
| EPA | Meets requirements | Does not meet requirements | Date of CC sign-off |
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| **Section D: Assessment Tools Reviewed:** | | | |
| ITER |  | Core Exam |  |
| CCAT |  | Written Exam |  |
| Learning Cases |  | Oral Exam |  |
| e-Portfolio |  | Multisource feedback (360) |  |
| Direct Observation |  | Scholarly Activities |  |
| Simulation |  | Other |  |

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| **Section E: Competence Committee has established the Resident status to be:** |
| o More data required |
| o Progressing as expected |
| o Not progressing as expected |
| o Failing to Progress |
| o Requires an Enhanced Education Plan |
| o Requires Remediation |

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| **Section F: Promotion** |
| 1. All EPAs have been achieved for the stage: |
| o Transition to Discipline |
| o Foundations of Discipline |
| o Core of Discipline |
| o Transition to Practice |
|  |
| 2. All additional training requirements for this stage have been met |
| Yes No |
| If no, please add ‘Details’. |
| 3. Promotion to stage: |
| o Transition to Discipline |
| o Foundations of Discipline |
| o Core of Discipline |
| o Transition to practice |

**Prescription for Education Plan:**

Competence Committee Chair Signature:

Ratified at RPC:

* Yes  No, please provide Details below Date:

Details:

Refer to templates:

* 1. Education Plan
  2. Learner Reflection and
  3. Learner Progress form

Approved at June 2018 Assessment Committee