



Dr XXX

Professor, Department of Medicine

McMaster University

Division of \_\_\_\_\_\_\_\_, St. Joseph’s Hospital

Hamilton, Ontario

Date

Dr. YYY

PGY \_\_ Nephrology

McMaster University

**RE: Competence Committee Meeting - date**

Dr. YYY

As you know, the Nephrology Residency training program has instituted Royal College competency guidelines for evaluation of trainees. The Competence Committee met on **date** and evaluated your completion of entrustable professional activities (EPAs).

The Committee was pleased to note that you have completed the required EPAs for transition to discipline (TTD). You have completed \_\_\_ of \_\_\_\_ EPAs for the Foundation stage and have partially completed other Foundation EPAs. You have continued to gain evaluations at a reasonable pace. Therefore, the committee recommendation based on EPA completion is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**see template for status recommendations**.)

We would suggest that you aim to have evaluations for at least \_\_\_\_\_\_ EPAs per week in order to be on track to complete these in a timely fashion.

The committee is meeting next in \_\_\_\_\_\_\_ and will review your progress at this time.

Please feel free to contact me if you have questions or concerns about this process.

Yours sincerely,

Dr XXX

Chair, Competence Committee,

Nephrology Residency and Fellowship Program