



NOSM's Competency Committee

MY ROLE AS A PROGRAM ADMINISTRATOR

Competence Committee

- ▶ Subcommittee of the RPC
- ▶ Membership:
 - ▶ CC Chair and PD
 - ▶ 6-8 other faculty members
 - ▶ Stage of Training Leads
 - ▶ Site Coordinators (Usual “High Stakes Assessors”)
 - ▶ Sim Coordinator (CanNASC)
 - ▶ Research Coordinator (Research Milestones)
 - ▶ Academic Coordinator (Academic Program Progress)
 - ▶ Reviewers from outside RPC
 - ▶ Primary file reviewer
 - ▶ Meet enough to have every resident reviewed at least 2 times/year



In the beginning

- ▶ Assisted in orientation of what the Competency Committee purpose is to members
- ▶ Created a worksheet for both streams for the file reviewers
- ▶ Worked closely with the Chair to determine what we wanted to get out of our meetings.

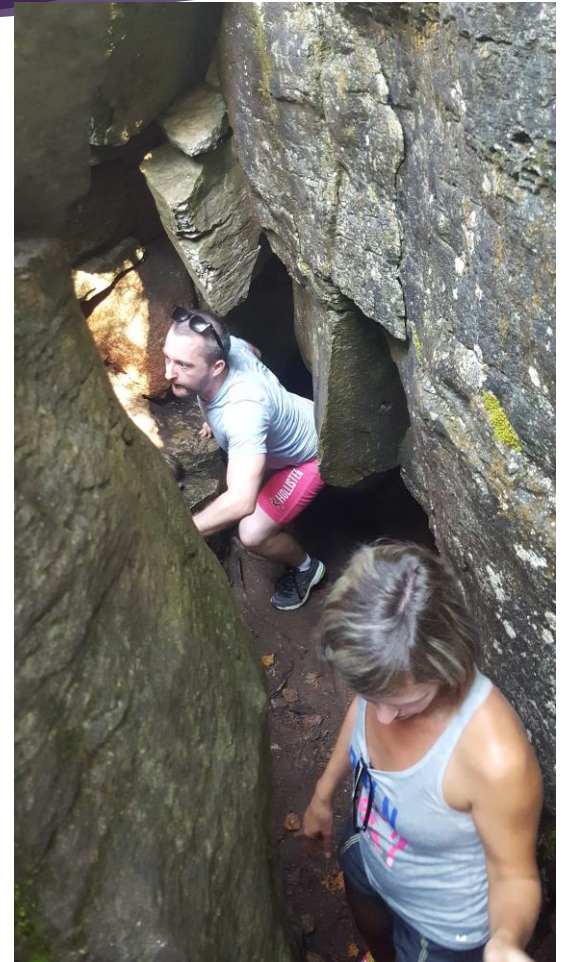


Meeting to meeting

- ▶ Track who was reviewed when & by whom
- ▶ Find meeting dates
- ▶ Preparation of:
 - ▶ Agenda
 - ▶ Files
 - ▶ Attendance/RSVP
- ▶ Attend meeting
- ▶ Draft letters to residents

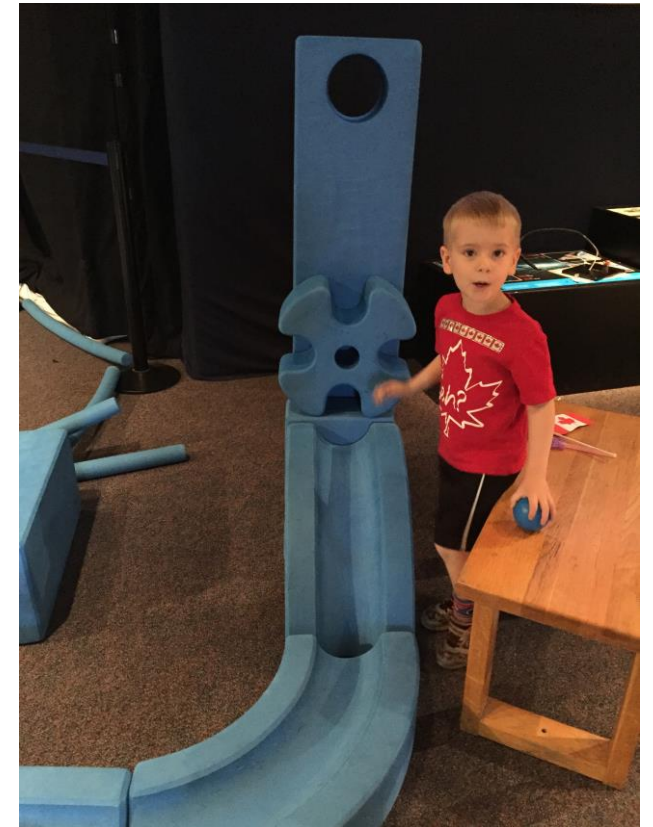
Barriers/ Challenges

- ▶ The unknown: we made it up as we went
- ▶ Traditional stream – different mind set from prior years as to how we look at the resident (file)
- ▶ CBD stream – eportfolio didn't work for us when we started (ie. No reporting)
- ▶ Recognizing how terrible we were at reviewing resident progress & trying to fix it



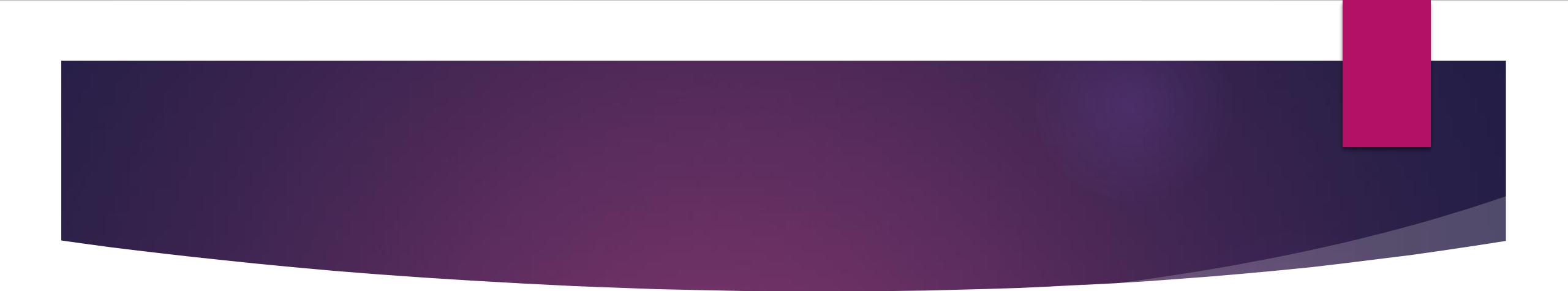
After a year...

- ▶ Improved the worksheets to work better for us
- ▶ Cut down on time spent to review file, & in meetings





Questions?

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- ▶ **Set an agenda** for every meeting, all members should know which of their residents (primary reviewer) are being discussed, so they can prepare
 - ▶ The agenda will state **which stage** they are currently at
 - ▶ The **primary reviewer** will review the portfolio, benchmark against other learners, and provide a recommendation on learner status
 - ▶ *Template for presentation!*
 - ▶ The committee will **discuss the themes** arising from the review and the learner status. A vote may be taken
 - ▶ The committee will come up with **a developmental plan** for each resident
 - ▶ **Results should be shared** with the learner with steps moving forward