

# Competence Committee Checklist

1. What is today's date? \*

2. What is the name of your program? \*

3. What is the name of your Competence Committee Chair? \*

4. What is the number of CBD residents in your program? \*

5. How many meetings have taken place in the last 12 months?

6. Were Terms of Reference reviewed with the committee at least once in the last 12 months? \*

Process

7. How is missing or insufficient EPA Assessment data typically handled? Is this in your Terms of Reference? (Please describe). \*

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8. Did the committee ensure that all data used for decisions were appropriately documented?\*

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9. Did you achieve quorum for all meetings throughout the year?

For how many meetings was it a problem?

Is your process regarding quorum detailed in your Terms of Reference?

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## Outcomes

10. How many residents were reviewed in the last 12 months?

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11. Were all residents reviewed at least twice in the last 12 months? If not, please explain.

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12. How many residents were promoted to their next stage of learning this year?



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13. How many residents were identified as "Progressing as Expected" this year?



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14. How many residents were identified as "Not Progressing as Expected" this year?



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15. How many residents were identified as “Failure to Progress” this year?

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16. How many residents were identified as “Progress is Accelerated” this year? (Please describe)\*

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17. How many residents were placed on a formal remediation this year? Did they receive a remediation plan?

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18. Of the residents who were identified as Not Progressing as Expected, how many were provided a modified learning plan to support their progression?

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19. Were recommendation letters sent to the RPC within two weeks of the meeting in all cases?

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20. Were letters to residents sent within two weeks of ratification by the RPC?

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21. Please upload your Terms of Reference and any policy or procedure documents including a sample letter to RPC and sample letter to resident for July 31, 2022. If any of these documents are revised, please include with your CC Checklist annual submission going forward.

\*If this function does not work for you, you may submit your documents directly to [cbme@mcmaster.ca](mailto:cbme@mcmaster.ca).

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