Competence Committee Annual Checklist

*For ease of completion this checklist can be submitted via this link by June 30th of each year.*

<https://survey.alchemer-ca.com/s3/50146578/CC-Checklist>

*We respectfully request the additional documentation listed below be submitted only once to the CBME Office by June 30th, 2022.*

**Name of Program\_\_\_\_\_\_\_\_\_\_\_\_ Number of CBD Residents\_\_\_\_\_**

**Name of CC Chair\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_**

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| **QUESTIONS** | **COMMENTS** |
| How many meetings have taken place in the last 12 months? |  |
| Were terms of reference reviewed with the committee at least once in the last 12 months? |  |
| **PROCESS** |  |
| How is missing or insufficient EPA Assessment data typically handled? Is this in your terms of reference? | Please describe:  |
| Did the committee ensure that all data used for decisions were appropriately documented?  |  |
| Did you achieve quorums 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?  |  |
| **OUTCOMES** |  |
| How many residents were reviewed in the last 12 months?  |  |
| Were all residents reviewed at least twice in the last 12 months? If not, please explain.  |  |
| How many residents were promoted to the next stage this year? |  |
| How many residents were identified as “Progressing as Expected” this year? |  |
| How many residents were identified as “Not Progressing as Expected” this year? |  |
| How many residents were identified as “Failure to Progress” this year? |  |
| How many residents were identified as “Progress is Accelerated” this year? | Please describe: |
| How many residents were placed on a formal remediation this year? Did they receive a remediation plan? |  |
| How many residents who were not progressing as expected were provided a modified learning plan to support their progression? |  |
| Were recommendation letters sent to the PRC within two weeks of the meeting in all cases? |  |
| Were letters to residents sent within two weeks of ratifications by the RPC? |  |
| If changes were made to your Terms of Reference, policies, and procedure documents, please describe, and submit.  |  |
| The following documents are requested for **June 30th, 2022 only,** they are not required annually.* Your Terms of Reference document.
* Any relevant procedure documents.
* A sample letter to the RPC.
* A sample letter to Resident.

If you have any questions, please contact Lisa Colizza, colizza@mcmaster.ca, in the CBME Office. |