

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