Competence Committee Report Letter to RPC: template

Resident: PGY Level: / Stage: Date of Review:

Review: Regular review / Concern has been flagged/ completion of stage / Determine readiness of RC exam / Delay in progression / Acceleration in progression / Re-review

Primary Reviewer: Secondary Reviewer:

Current status as of last review: Progressing as expected / Inadequate data to determine / Requires EEP / Not progressing as expected / Requires Remediation / Exam Readiness / Failure to progress

Summary of process: [Example]: Our recommendation was developed via a consensus making process involving the committee members, which included faculty representation from both academic teaching sites (Hamilton Health Sciences and St. Joseph's Hamilton) as well as two elected resident representatives.

Committee members present at the meeting: [List members present at that meeting]

Summary of Findings:

The CC reviewed: [List the items that are used by your program, check those that are used for the review of this resident].

[Example]

- Academic Coach Progress report
- Secondary reviewer reporting form
- Program Director meeting summaries
- Additional information as required. Please specify.

EPA Review

Summary of discussion [Example]: the committee agreed that Resident has achieved EPAs 2.4, 2.8, 2.11 and 2.13. After discussion, it was felt that EPA's 2.2, 2.3, 2.5 should be achieved, but the exact timeline for this was not clear. For EPA 2.1, at present this has not been achieved, but the exact timeline for this was not clear.

Additional Program Requirements: [List any additional program requirements Example: research project, procedures log etc.]

The CC has recommended the resident status to be: (List the statuses used by your Competence committee. Terminology may vary somewhat from program to program. Below is the RCPSC terminology:

- Progressing as expected
- Not progressing as expected
- Failure to progress

CC Promotion Recommendation:

- Resident should be promoted to the next stage.
- Resident should NOT be promoted to the next stage.
- Regular review at CC on:
- Re-review at CC by:
- Inadequate data to determine status more data required in order to re-review.

Recommended action:

- Requiring an Enhanced education plan (please provide recommendations and specifics).
- Requiring Remediation (please provide recommendations and specifics).
- Requiring amendment of education plan (please provide recommendations and specifics).
- Resident to book appointment with Program Director
- Resident to book appointment with Academic Support Committee.
- Resident to submit EEP to PD, AC.

Recommendations:

Minor Review RPC or Major Review RPC:

Ratified by RPC Y / N Date:

(The feedback loop should be completed with the RPC notifying CC of ratification.)