

Establish a Competence Committee.

Rationale

A Competence Committee (CC) is responsible for assessing the progress of trainees in achieving the specialty-specific requirements. These requirements are established for each stage of training, based on design of Competence by Design (CBD). Each residency program committee commissions the creation of a CC with designated members who will regularly review and synthesize the various assessment information in each trainee's portfolio. While observations in a clinical setting allow documentation of achievements on a regular basis, the decisions about the progress of each trainee take place at the CC. The implementation Competence Committee is a critical step in transitioning to CBME. It will allow interactions between residents and staff to be observations not (big picture) judgments and allow coaching to happen. The judgments would be reserved for patterns of performance that can only be adequately done by a CC.

Step	Details
1. Understand the purpose and role of a Competence Committee (CC)	<ul style="list-style-type: none">• Familiarize yourself and others with Competence by Design, its scope, the new terminologies, assessment strategies, etc. involved in CBD• A Competence Committee:<ul style="list-style-type: none">– meets regularly to systematically review residents performance based on data collected in the portfolio– synthesizes as a group existing data as opposed to opinion• Review the Royal College's terms of reference document
2. Create the Competence Committee	<ul style="list-style-type: none">• Define the Competence Committee's functions and structure, e.g. frequency of meetings; how data will be gathered• Identify the skill sets needed of your committee members• Recruit committee members
3. Engage your committee	<ul style="list-style-type: none">• Define outcomes / Input that will assess a trainee's progress; "what does that indicate to us?"• Identify gaps in your program's assessment system – what data are you collecting/ what are you missing?• Make plans for addressing gaps

Recommended Resources

- Sample Terms of Reference from the Royal College (available soon)
- [CBD resources](#)