Preparing for a Competence Committee meeting
Guide for the PA

Preparing for the Competence Committee (CC) meeting:

At the start of the academic year:
- o Plan the dates that the meetings will be held (with Competence Committee Chair and Program Director). Schedule the dates to align to follow the program RPC meeting for ratification purposes.
- o Once you have the dates, book rooms with videoconferencing and/or zoom (password protected)
- o Send out meeting dates/times/locations to CC members and cc: their administrative staff
- o Send out calendar invites with zoom/V/C information within the meeting link
- o Map out which trainees will be reviewed at each meeting for the year (must be a minimum of two times per year). Once this is complete, email the trainee and their academic coach to give them advance notice of theie scheduled review date

1 month prior to the meeting:
- o Email all trainees that are being reviewed that month and their academic coach. Sample email is attached. (Email to send to trainee and AC). Provide a deadline of 2 weeks prior to the meeting to have all documents completed.
- o The PA will ensure that the trainee electronic file is up to date. PA will ensure that there is an ITAR for each rotation. The PA will also ensure that exam scores are in the folder, along with the academic reporting tool.

2 weeks prior to the meeting:
- o The trainee and AC should have all documents in their electronic file updated
- o Based on which committee members are attending the meeting, the PA randomly assigns a committee member (secondary reviewer) to a trainee. The PA will ensure that there is no conflict (Academic Coach paired with

trainee or a reviewer that has given the trainee a previous unsatisfactory rotation etc.)
- o Email all secondary reviewers and cc: their administrative staff. Sample email is attached (Email to send to secondary reviewer).
- o The PA will create an electronic file for all trainees that are being reviewed at the next meeting (Example: CC meeting Sept 10, 2019). The PA will share this folder with all CC members (not their admin). The PA will create: a sub-folder within this folder for each trainee titled their first and last name. Each trainee folder will have the following folders/documents within their file (uploaded by the PA)
  - ➤ Academic Reporting Tool "ART"
  - ➤ Previous CC reports
  - ➤ Education Plan and Enhanced Education Plan (EEP)
  - ➤ Exam scores
  - ➤ ITARs
  - ➤ Practice STACER
  - ➤ PD summary document
  - ➤ Secondary Reviewer Reporting Form "SRRF"
- o Order catering if needed
- o Ensure that videoconferencing is set up if needed

2 days prior to the meeting:
- o Have laptop and recorder charged and available
- o Print agenda, previous minutes and to do list for each member
- o Print room booking, catering confirmation and videoconferencing booking with event #
- o Print a reporting form for each trainee that will be filled out by the PA at the meeting

Following the CC meeting:
- o Write all decisions on a decision chart and have the PD and Chair of the CC approve this.
- o Have the decisions ratified by the RPC (at the next RPC meeting, have this on the agenda)
- o Once ratified the PA will complete the report for each trainee. Have the chair sign the reports
- o Once the chair signs the reports the PA will send this report to the trainee (cc: PD and their academic coach). Upload this report to the trainee electronic file.
- o On the tracking spreadsheet fill in what the status was for each trainee, along with their next review date.
- o Track EEP deadlines
- o Notify Academic Support Committee if anyone requires this support
- o Complete minutes and to do chart
- o Ensure that trainee status, notes and EEP are recorded on the academic reporting tool

Dear Academic Coaches and Trainees,

This is notification that the Competence Committee will be reviewing your file at the upcoming **September 10, 2019 meeting.** The program will upload all ITARs on your behalf to your dropbox. Please review your previous CC report letter(s) found on your dropbox and ensure that you have completed any outstanding items and have taken the recommendations from the committee, as failure to do so may result in your status as not progressing as expected, and/or professionalism noted in your file.

Please ensure that all trainee and academic coach components on the ART document are completed. Please list all rotations on the ART in order of rotation date. Also, please remember to upload any practice STACERs to your dropbox (noting this on the ART section as well).

I will be providing all of the information to the secondary reviewer on August 27, 2019, so we require all information to be available by ==August 26th==. Please note that any information provided after this date will not be reviewed by the committee (ACPR details, submission of learning plans etc.)

Please let us know if you have any questions. Attached is the CC guide for trainees.

Thank you,

Trainee	Academic Coach
Trainee A	Dr. 1
Trainee B	Dr. 2
Trainee C	Dr. 3
Trainee D	Dr. 4
Trainee E	Dr. 5
Trainee F	Dr. 6
Trainee G	Dr. 7

Dear Competence Committee member,

I have the following committee members attending our upcoming **Sept 10, 2019** Competence Committee meeting:

Attending:
   o   Dr. A, Dr. B, Dr. C, Dr. D, Dr. E, Dr. F, Dr. G, Program Assistant
Tentative:
   o   Dr. H
Regrets:
   o   Dr. I

I have assigned secondary reviewers based on the above attendance. If anything has changed or if you have a conflict with an assigned trainee, please let me know as soon as possible.

The Primary Reviewer (Academic Coach) has been asked to update the Academic Reporting Tool "ART". In addition, the trainee has been notified that they are being reviewed and have been encouraged to update their ART, upload any necessary documents and meet with their AC. They have also been asked to fulfill any outstanding CC items from previous report letters.

For your convenience I will be sharing a "CC Sept 10, 2019" dropbox file with each of you by the end of the day.

Please review the following list to see who you will be reviewing. Within each dropbox folder you will see the sub folder SRRF. Please complete the SRRF and re-save this in the same dropbox folder prior to the upcoming meeting.

If you feel that as a secondary reviewer that you require additional information, please contact the Primary Reviewer (Academic Coach) directly for their input.

Trainee	Academic Coach	Secondary Reviewer
Trainee A	Dr. 1	Dr. A
Trainee B	Dr. 2	Dr. B
Trainee C	Dr. 3	Dr. C
Trainee D	Dr. 4	Dr. D
Trainee E	Dr. 5	Dr. E
Trainee F	Dr. 6	Dr. F
Trainee G	Dr. 7	Dr. G