**Resident Guide for Competence Committees**

**What is a Competence Committee?**

The Competence Committee (CC) is a subcommittee of the Residency Program Committee (RPC). The role of a CC is to review and make decisions on a learner’s achievement of EPAs and their progression through the stages of training toward the national standards as set by your discipline. The CC provides guidance for training activities to help you to progress. The collection of many observations of your performance over time, will allow the committee to assess how well you are progressing and when you are ready to move on to the next stage of training. As a resident, this is great news; you’ll have a group of people focused on helping you develop efficiently and effectively. Competence committees will also identify those residents who have not attained milestones, and will help to arrange support and find creative ways to coach them to progress (e.g. assigning special mentors, extra readings, or modified rotations). The ultimate goal of a Competence Committee is to identify the strengths and areas of improvement for every resident, towards successful completion of each stage of training.

The CC allows for an informed group decision making process, where performance is collated to reveal a broad picture of a resident’s progression towards competence. The CC has the authority to make decisions on the resident’s achievements reviewing all program assessment methods including ITARs, work-based assessments, procedure logs, individual Entrustable Professional Activities (EPA), and all other aspects of program participation, and present status change determinations as recommended to the RPC.

It is mandatory that all residents will be reviewed by a minimum of two times per year. The CC may review a resident outside of the regular timed review, if a concern has been flagged, where completion of stage requirements/eligibility for promotion or completion of training has occurred, to determine readiness for the Royal College exam, where there appears to be a significant delay in a resident’s progress/academic performance, or where there appears to be a significant acceleration in progress.

Each resident scheduled for review at the CC meeting is assigned to a designated primary reviewer (their Academic Coach). The reviewer is responsible for completing their components on the residents Academic Coach reporting document. A secondary reviewer (a member of the CC) will then review all of the summarized information and present it to the CC. All other committee members will be responsible to review the information as well. At the time of discussion, the CC will utilize EPAs and milestones, along with discussing all assessments/data such as work based assessments (WBA), exams scores, information on professionalism, attendance, etc. when making status recommendations. The CC will determine from this information and review if the resident is ‘progressing as expected’, (within which they may suggest monitoring, request for more information from the resident and Academic Coach, advise of a change in educational plan, promotion to the next stage, or exam eligibility) or ‘not progressing as expected’ with modifications to Enhanced Educational plan suggested or more formal remediation.

The CC, on an exceptional basis, has the option to identify residents who are eligible for accelerated learning pathways and after due process, have the responsibility to identify residents who have met the status of ‘failure to progress’.

CC members will discuss the status recommendation of a resident and vote on the resident’s official status in the program. More information on status recommendations, can be found here:

<http://www.royalcollege.ca/rcsite/cbd/assessment/committees/competence-committees-status-recommendations-e>

Resident is reviewed by Competence Committee. Competence Committee makes recommendations to status and stage.

(minimum 2x per year)

Following the meeting, the decisions of the Competence Committee are ratified by the program Residency Program Committee (RPC)

Following the ratification at the RPC meeting, the resident will receive a letter via email from \_\_\_\_\_. Your Academic Coach will be copied on the email. A copy of this letters is also provided in your electronic resident file. The letter will outline the decision of the competence committee, along with any recommendations and the date of the next review.

**Who is on the competence committee?**

The CC consists of various faculty members from within McMaster.

* Dr. Chair)
* Dr. (Program Director)
* Dr. (Chair of Academic Support Committee)
* Dr. (External program representative)
* Dr. (Resident representative)
* Admin (Program Administrator: non-voting)

**Who will have access to my CC records?**

Program Director, Program Administrator and your primary reviewer (Academic Coach) will have access to all electronic files within the resident file.

The secondary reviewer (CC member) of your file will have access to your Academic Coach Report document, ITARs, WBAs, EPAs, exam scores and Program Director meeting summaries.

All individuals with access to the records have been informed of the confidentiality of the proceedings.

**What does the Academic Support Committee (ASC) do?**

If the CC recommends that a resident modify their education plan or is in need of an enhanced education plan, the CC will refer the resident to the ASC. At this time, the ASC will meet with the resident to assist them with creating this.

**I have received a letter from the Competence Committee. What are the next steps?**

All CC decisions are ratified at the next RPC meeting (residents who sit on this committee are excused for this portion). Following your review at the CC and RPC ratification, the Program Director, Academic Coach or other appropriate delegate will discuss the decision of the CC with you. You will receive an electronic letter via email from \_\_\_\_\_ within 2 weeks of the competence committee meeting date. Your Academic Coach will be copied on the email and a copy will be put in your electronic resident file. The letter will outline the status, any recommendations, along with the date of the next review. Please ensure that you review this letters in its entirety. If you have any questions or concerns, please reach out to \_\_\_\_ PD? CC Chair? Immediately. Please ensure that you follow any recommendations (i.e. Revise education plan and submit to Program Director within 15 days etc.)

**What if I want to appeal a decision that the competence committee has made?**

The appeal process can be found here:

**Where can I find the terms of reference (TOR) for the competence committee?**

The TOR can be found here:

**Where can I find more information about Competence Committees?**

More information on the CC can be found on the Royal College website at: <http://www.royalcollege.ca/rcsite/cbd/assessment/competence-committees-e>