

Competence Committee Workflow

Competence Committee Members: CC Chair, Program Director (ex-officio), Academic Advisors (optional), Administrative staff

The (insert discipline) Competence Committee is a subcommittee of the Residency Program Committee (RPC) responsible for determining individual EPA achievement and making recommendations on resident progress.

PRE-CC MEETING

4-6 weeks prior: Admins notify PDs/CC Chairs/residents +/- Advisors of upcoming meeting, circulate reports & ensure access to non-EPA data (e.g. other program assessments like OSCEs, exams etc.)

2-3 weeks prior: Resident & PD or Advisor meet to review progress
**Resident may be asked to complete a self-assessment prior to this meeting

2-3 weeks prior: The primary reviewer/presenter is assigned.
If presenter is NOT attending meeting, an alternate presenter is identified

1 week prior: Primary reviewer submits their review & recommendations to the CC

1 week prior CC Chair/Program Director: Review the submitted recommendations & create meeting agenda

CC MEETING

Primary reviewer presents their summary of resident progress review & their recommendations re sign off of competence for individual EPAs

CC discusses resident progress with review of a sample of primary data as guided by primary reviewer (focus on relevant examples and outlier data). CC records group consensus decisions on EPA achievement and recommendations on 5 items below for RPC review

CC Chair brings to RPC the CC Recommendations on:

- 1) Learner Status
- 2) Learning Plans
- 3) Promotion
- 4) Ready for Exam
- 5) Ready for independent practice

RPC MEETING

Residency Program Committee meeting scheduled **WITHIN 1-2 WEEKS** of CC Meeting

CC Chair presents CC Recommendations whereby the RPC ratifies decisions on:

- 1) **Learner Status**
i.e. Progressing as Expected
- 2) **Learning Plans**
i.e. Monitoring, Minor or Major plans
- 3) Promotion
- 4) Ready for Exam
- 5) Ready for independent practice

Withing 1 week after RPC:
RPC Ratification documentation is completed

POST-RPC

Within 1 week after RPC:
CC recommendations ratified by RPC are recorded. A communication from the program will be sent to the PD/CC Chair/resident +/- advisor notifying them of the RPC decisions (e.g. learner status, learning plans, promotion, ready for exam or independent practice)

Within 1 week after RPC:
If implementation of a **Learning Plan** was ratified, PD &/or designate +/- AA (& PG Dean if Major plan) will meet with resident, sign agreement and set up monitoring of plan