

Set up a Competence Committee Worksheet

Competence by Design for Program Directors

Complete each of the sections in this worksheet to help you set up your competence committee.

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Use the following resources as you work your way through the sections:

- [Introduction to Competence Committees](#)
- [Competence Committee Guideline: Process and Procedures in Decision Making](#)
- [Competence Committee Guidelines: Terms of Reference](#)
- [Setting up a Competence Committee \(Video: 4:24\)](#)

Section 1: Explain the role and purpose of a competence committee

Take a few moments to describe the role and purpose of *your* competence committee in your own words. A couple of sentences will suffice.

When you're finished, imagine that you're describing your competence committee to a colleague and try reading your description aloud. Do this as many times as it takes until it becomes natural for you.

Section 2: Recruit Competence Committee Members

1. What characteristics/skills do members of *your* competence committee need?

Taking a moment to list these characteristics and skills will help you identify the right people to invite to participate in your committee.

Characteristics	Skills/Abilities

- Based on the skill set you identified and the job description of the different roles - who will you ask to be part of your competence committee? For example, consider Residency Training Committee members and/or other faculty, as well as external members, including members of the public or another program director at your institution.

Identify the role (eg. committee chair; reviewer), potential members and jot down a few notes about why this person would be a good fit.

Consider the following:

- How many members do you need on your competence committee?
- Do you have a backup in case that person declines?
- Is your group diverse enough in terms of job type, experience, seniority, etc.?

Role	Potential Member(s)	Why?

Section 3: Define Your Policies and Procedures

There isn't one "right" way to set up a competence committee: however, the Royal College has developed some guidelines that will help you to set up your committee in the way that will work best for your program. **Remember to check in with the PGME office and the CBME Assessment Policy for your university.**

The following documents may be helpful to you when defining your own policies and procedures:

- [Competence Committees: Process and Procedures in Decision Making](#)
- [Competence Committees: Guidelines for the Terms of Reference](#)

Guideline	Your Policies/Procedures
<p>Agenda</p> <p><i>What will typically appear on your agenda? Who is responsible for creating/distributing the agenda? How far in advance does the agenda need to be circulated to members?</i></p>	
<p>Frequency</p> <p><i>How often does the committee meet? As a guideline, every trainee in the program must be discussed a minimum of twice per year.</i></p>	
<p>Quorum</p> <p><i>What is the policy for how many committee members need to be present for each discussion, and which members' attendance should be mandatory?</i></p>	
<p>Trainee Selection</p> <p><i>How will you determine which trainees will be selected for a discussion? What are the criteria?</i></p>	
<p>Committee Meeting Procedures</p> <p><i>How will your committee address challenges? For example, what happens if the primary reviewer's recommendation is not seconded? If a motion does not achieve a majority of votes?</i></p>	

<p><i>Deciding this in advance will save your committee time during scheduled meetings.</i></p> <p>Note: Please see the Competence Committees: Process and Procedures in Decision Making document for a full list of examples you may want to consider for your meetings.</p>	
<p>Post Meeting Procedures</p> <p><i>How soon after a meeting will the committee's decision be communicated to the trainee? How soon will changes to the trainee's learning plan, assessments, or rotation schedule be implemented?</i></p>	
<p>Appeal Process</p> <p><i>What happens if a resident does not agree with the decision of the Competence Committee?</i></p>	
<p>Other?</p> <p><i>What else can you think of that needs to be outlined for your competence committee? Add as many rows as needed to define all your policies and procedures.</i></p>	

Section 4: Pilot a Competence Committee

Completing the table below to take advantage of existing data and structures will help you develop an organized plan for piloting your competence committee.

Please refer to the [Meantime Guide: Piloting a Modified Competence Committee](#) to help you complete this section.

Describe how you will engage your residency program committee in piloting activities.	
Identify current assessment inputs and outcomes that will inform promotion decisions.	
Identify gaps in your program's assessment system: What data are you currently collecting? What are you missing? Make plans to address gaps.	
Describe your plan for training your committee. What training resources will you use? Will you meet face to face for a workshop? What can committee members do on their own to prepare?	