

6 Steps to Setting Up Your Competence Committee

Drs. Janice Chisholm and Robyn Doucet

Dalhousie University Department of Anesthesia, Pain Management and Perioperative Medicine

1. Determine who will sit on your committee
 - a. Minimum 3; Maximum 10 for optimal group function
 - b. Consider an external member (ie. Community person, external PD) especially for small committees
 - c. Set criteria for who you want
 - i. Educators
 - ii. From a variety sites/backgrounds and experience levels
2. Write your terms of reference
 - a. Start with the Royal College template
 - i. <http://www.royalcollege.ca/rcsite/cbd/assessment/committees/competence-committees-how-they-deliberate-e>
 - b. Make it your own including membership, meetings and process
 - c. Consensus or vote for decisions?
3. Determine how you will meet
 - a. After hours, during the day, via teleconference
 - b. Will members be paid?
 - c. Must review each resident at least twice per year – how many meetings will you need?
 - d. Consider leaving time for education of members and fine tuning your processes
4. Prepare for the meeting
 - a. Membership education
 - i. Role, goals, procedure
 - b. Resident assignments
 - i. Primary reviewer +/- secondary reviewer
 - c. Report structure
 - i. What information do you want presented?
 - ii. Which EPAs to review?
5. Time to meet!
 - a. Check for initial comments/questions and remind members of confidentiality
 - b. Review residents (may have academic advisors to add information as needed)
 - c. Decisions (must be based on written evidence, not heresay etc):
 - i. Progress (As expected, not as expected, accelerated, failure to progress)
 - ii. Determine promotion as appropriate
 - d. Verify EPA achievement
 - e. Recommend areas for remediation to RPC/PD
 - f. Debrief at the end
6. Report
 - a. What will yours include? Eg. EPA verification, comments, action plan, etc
 - b. Face to face vs written?
 - c. Who can see it? Eg. Resident, Academic advisor, PGME (maybe different versions for each)