

COMPETENCE COMMITTEE POLICIES & PROCEDURES – Critical Care (ADULT) 2020

Purpose:

The Critical Care (Adult) Program Competence Committee will review and render decisions related to the progression of residents through the stages of training in achieving the requirements for certification by the Royal College.

Operating Procedures:

- Each Competence Committee member will be assigned trainees to review prior to the Competence Committee meeting by the Competence Committee Chair. Reviewing assignments will rotate among internal members of the Critical Care (Adult) Division. Wherever possible, the Competence Committee Chair will assign a maximum of two residents per reviewer.
- The Program Administrator will compile resident evaluations for the reporting period and save these in the Competence Committee Shared Drive:
S:\CRITC\CCW Competence Committee\

Trainee evaluations to be compiled include:

- a. In-training Evaluation Reports (ITERs)
- b. Entrustable Professional Activity (EPA) assessments
- c. Procedural log book
- d. Academic half-day attendance (days attended / days available to attend)
- e. Charge nurse evaluations
- f. Junior resident evaluations
- g. Academic advisor reports
- h. Witnessed communication forms
- i. Metrics exam results e.g. Multidisciplinary Critical Care Knowledge Assessment Program (MCCKAP)
- j. Internal short-answer question (SAQ) test performance
- k. Scholarly project reports
- l. Presentation evaluations
- m. Finalized point-of-care ultrasound reports
- n. Other multisource evaluations submitted by the trainee (e.g. letters from families, emails from nurses... etc.)

- The Program Administrator (PA) will pre-populate the Competence Committee Report for the assigned reviewer. For residents scheduled to be reviewed, the PA will prepopulate the report with the Resident's name, reporting period, rotations during reporting period, current stage of training, academic half-day attendance (days attended / days available), number of EPA assessments per stage of training, number of ITERs for reporting period, number of junior resident evaluations, scholarly project title & presentation dates, metrics exam results, presentations and other evaluations, days away during reporting period, action items from previous report. This pre-populated form will be saved on the S-drive under the Resident folder, for access by the Committee member assigned resident review.
- The assigned reviewer will review the compiled trainee assessments, complete the Competence Committee Report, and save it on the S-drive before the Competence Committee meeting. The following fields in the competence committee report must be completed by the reviewer prior to the meeting:
 - a. Evaluation Summary
 - b. Comment on Previous Report Action Items
 - c. Summary of Action Items for Next Reporting Period.
- At the Competence Committee meeting, the assigned reviewer will present their completed Resident Report to the Competence Committee. The Committee may then discuss the Resident and edit the report as necessary. Any changes to the report arising from the discussion will be finalized during the meeting.
- Where consensus cannot be achieved, decisions will be made by a simple majority vote of the members. The Chair of the Committee will only cast a vote in the event of a tie. After establishing agreement on the Competence Committee Report at the meeting, the CC Report will be considered final.

Communication of Competence Committee Findings to Residents:

The Competence Committee will strive to communicate the Competence Committee Report to the Resident within one week, but no later than four weeks from the meeting date.

Residents Facing Difficulty in Training:

- The Competence Committee Chair may assign review of residents perceived to be facing difficulty in training to a member of the Competence Committee other than the Program Director. In case of an appeal of the Competence Committee decision, the Program Director will need to be involved as chair of the Residency Program Committee. Whenever possible, the review of trainees facing difficulty in their training will therefore be assigned to a Competence Committee member other than the Program Director.

- Residents found to be “Not Progressing as Expected” or “Failing to Progress”, may require a more in-depth discussion at the Competence Committee meeting. The Competence Committee may deny graduation to the next level of training, recommend an individual learning plan, or recommend remediation or probation.
- If the Competence Committee identifies a Resident as “Not Progressing as Expected” or “Failing to Progress”, the Program Director must have an in-person meeting with the Resident to review the concerns identified by the Committee. This meeting must be documented.
- Residents have the right to appeal Competence Committee decisions to the Resident Program Committee as per the Postgraduate Medical Education Resident Assessment and Appeals Policy of Western University.

Competence Committee Responsibilities

- The Competence Committee is responsible for assessing achievement of competence by trainees. The Competence Committee is also responsible for deciding on:
 - a. Promotion to the next stage of training
 - b. Readiness to challenge the Royal College examination
 - c. Readiness to enter independent practice on completion of the Transition to Practice stage
- The Resident Program Committee may delegate some of its responsibilities to the Competence Committee including:
 - a. Review and approval of individual learning plans developed to address areas for improvement
 - b. Determination of achievement of goals of individual learning plans or success of remediation. This may include liaising with the PGME Office and the PGME Advisory Board as appropriate
 - c. Invitation or participation of Coaches, Mentors or other individuals whom the Committee deems necessary for decisions related to “a” and “b” above

Competence Committee Meeting Rules

- Minimum of 50% attendance from the members of the Competence Committee constitutes quorum.
- The discussions and decisions of the Competence Committee are confidential, and information is to be shared only with members of the Residency Program Committee and/or individuals directly involved in the development or implementation of individual learning plans. Competence Committee Reports for any individual Resident will also be shared with their faculty coach or mentor.