

COMPETENCE COMMITTEE TERMS OF REFERENCE – 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.

Reporting:

The Competence Committee reports the outcomes of discussions and decisions to the Residency Program Committee.

Composition:

The Competence Committee will be chaired by a faculty member in the Clinician Teacher or Clinician Educator academic role category (ARC) appointed by the Program Director in consultation with the Chair of the Division of Critical Care Medicine (Adult)/ Department of Medicine for a 2 year term that is renewable.

Members will include:

- The Program Director
- The Competence Committee Chair
- A minimum of three Critical Care faculty members for a 2-year term, renewable (no more than 2 members retiring from committee per year in order to maintain continuity), appointed by the Chair of the Competence Committee in consultation with Program Director.
- One member external to the division clinical faculty (may be another discipline, or other health care professional) for a 2-year term, renewable, appointed by the Chair of the Competence Committee in consultation with Program Director.

Membership will also include:

- The Program Administrator as recording secretary (non-voting)

Responsibilities of the Competence Committee:

1. Monitor the progress of each resident in demonstrating achievement of the milestones and Entrustable Professional Activities (EPAs) within each of the four stages of residency training. Residents will receive a global rating of:

- Progressing as Expected or Progressing as Expected with Items to Work On
 - Not Progressing as Expected
 - Failing to Progress
2. Synthesize the assessments and observations of each resident to make decisions related to:
 - Promotion to the next stage of training
 - Review and approval of individual learning plans developed to address areas for improvement
 - Readiness to challenge the Royal College examination
 - Readiness to enter independent practice on completion of the Transition to Practice stage
 - Not progressing as expected within training program
 - Failure to progress within training program
 3. Invite participation of Coaches, Mentors or other individuals whom the Committee deems necessary for decisions related to 1 and 2 above.
 4. Monitor the outcome of any individual learning plan, liaising with the PGME Office and the PGME Advisory Board as appropriate
 5. Notify the PGME Office when a Resident progresses to the next stage of training and postgraduate year of training
 6. Provide feedback to the Division/ Departmental Chair on the quality and quantity of faculty feedback with the aim of enhancing feedback and assessment of and for learners

Role of the Chair:

1. Call meetings of the Competence Committee
2. Set meeting agendas including which Residents will be reviewed and delegate reviewers
3. Assist the program director in selecting members for the competence committee
4. Lead discussion of the committee in decision making
5. Vote in the event of a tie
6. Report to the Residency Program Committee

Quorum:

Minimum of 50% attendance from the members of the Competence Committee

Meetings:

The Competence Committee will meet at a minimum 3 times per year or at the call of the Chair on an ad hoc basis to support the transition of residents between stages.

Decisions:

The members of the Competence Committee will interpret available qualitative and quantitative data to achieve consensus, where possible, in making judgments on outcomes. 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.

Confidentiality:

The discussions and decisions of the Competence Committee are confidential and information is to be shared only with individuals directly involved in the development or implementation of individual learning plans.

Reference:

Schulich Postgraduate Medical Education Resident [Assessment](#) and Appeals Policy