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| **[PROGRAM NAME]****COMPETENCE COMMITTEE MEETING MINUTES** |
| DATE: | TIME: | LOCATION: |
| **MEETING CALLED BY** |  |
| **ATTENDEES** |  |
| **REGRETS** |  |
| **NOTE TAKER** |  |

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| **CALL TO ORDER & APPROVAL OF MINUTES** |
| **DISCUSSION** | Called to order by Previous meeting minutes approved by  |

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| 1. **[e.g. Follow-Up on Previous Action Items] - PRESENTER**
 |
| **DISCUSSION** |  |
| **ACTION ITEMS** |  |

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| 1. **[e.g. RPC Update] - PRESENTER**
 |
| **DISCUSSION** |  |
| **ACTION ITEMS** |  |

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| 1. **[e.g. Review of 2019 Cohort]**
 |
| **DISCUSSION** | * Resident A – presented by Reviewer A
	+ Progressing as Expected, refer to reviewer report
* Resident B – presented by Reviewer B
	+ Progressing as Expected, previously Failure to Progress
 |
| **ACTION ITEMS** | * **Communicate to all in this cohort that they can expect to progress to the next stage by the next CC meeting**
* **Send reminder that OSCEs are in three weeks**
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| 1. **[e.g. Review of 2020 Cohort]**
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| **DISCUSSION** |  |
| **ACTION ITEMS** |  |

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| 1. **[DISCUSSION TOPIC #5] - PRESENTER**
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| **DISCUSSION** |  |
| **ACTION ITEMS** |  |

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| 1. **[DISCUSSION TOPIC #6] - PRESENTER**
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| **DISCUSSION** |  |
| **ACTION ITEMS** |  |

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| **ADJOURNMENT & NEXT MEETING** |
|  | Meeting adjourned atDate and time of next meeting:  |

**Example: SUMMARY OF RESIDENT STATUSES**

*Note that this is from the ‘Memo to RPC’* [*Option 2*](https://www.schulich.uwo.ca/cbme/postgraduate/docs/TemplatesB_CC_Memo_to_RPC_Western.docx) *template*

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| **Resident Name & Year** | **Recommended Status***Progressing as expected; Not progressing as expected; Progress is accelerated; Failure to progress; Inactive* | **Need for Associate PG Dean approval or awareness** | **Comments** |
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