**COMPETENCE COMMITTEE MEMO TO RESIDENCY PROGRAM COMMITTEE**

**To:** Residency Program Committee – [Program Name]

**From:** Competence Committee – [Program Name]

– Members include: [list members who reviewed for CC meeting]

**Cc:** [Insert, if applicable]

**Date:** [DD,MM,YYYY]

**Re:** Competence Committee Meeting on [DD,MM,YYYY]

This memo is to inform the Residency Program Committee (RPC) that on [DD,MM,YYYY] the Competence Committee met to discuss and/or make decisions on residents’ progress.

Our agenda reviewing and discussing the following residents:

|  |  |  |  |
| --- | --- | --- | --- |
| **Resident Name & Year** | **Recommended Status1**  *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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They also noted that Resident(s) [YZ] did not have sufficient information for a decision at this time. The Program Director and Resident(s) [YZ] are working with (Site Director/Supervisor/Advisor) on the next X block(s) to ensure sufficient opportunity for additional assessments.

There are/are not patterns of performance viewed needing program-based remedial support nor consideration for formal remediation.

Respectfully submitted,

Competence Committee Chair Signature

1 Refer to ‘CC Status Recommendations’ form as referenced from <http://www.royalcollege.ca/rcsite/cbd/assessment/committees/competence-committees-status-recommendations-e>

Version: MONTH DAY, YEAR

Approved by RPC: MONTH DAY, YEAR