**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]

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| --- | --- | --- | --- |
| **Progress is Accelerated** |  |  |  |
| **Resident Name****(Last Name, First Name)** | **PGY level** | **Plan*** \*Modify Learning Plan: modify EPAs or RTE
* Promote to Foundations of Discipline; Core of Discipline; Transition to Practice
* \*Promote to next stage
* \*RC Exam Eligible
* \*RC Certification Eligible
 | Will the resident’s end of training date or PGY level change from the current? |
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| **Progressing as Expected** |  |  |  |
| **Resident Name****(Last Name, First Name)** | **PGY level** | **Plan*** Monitor Learner
* Promote to Foundations of Discipline; Core of Discipline; Transition to Practice
* \*RC Exam Eligible
* \*RC Certification Eligible
 | Will the resident’s end of training date or PGY level change from the current? |
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| **Not Progressing as Expected** |  |  |  |
| **Resident Name****(Last Name, First Name)** | **PGY level** | **Plan*** Modify Learning Plan: focus on EPAs or RTE
* \*Formal Remediation
 | Will the resident’s end of training date or PGY level change from the current? |
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| **Failure to Progress** |  |  |  |
| **Resident Name****(Last Name, First Name)** | **PGY level** | **Plan*** \*Modify Learning Plan: focus on EPAs or RTE
* \*Formal Remediation
* \*Withdraw Training
 | Will the resident’s end of training date or PGY level change from the current? |
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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.

Submitted by

CC Chair: Date:

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

Updated March 2023

Approved by RPC: MONTH DAY, YEAR

# Appendix A: Status Recommendations

<https://www.royalcollege.ca/rcsite/cbd/assessment/committees/competence-committees-status-recommendations-e>

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| --- | --- | --- | --- | --- |
| **Progressing as Expected** | **Not Progressing as Expected** | **\* Progress is Accelerated** | **\* Failure to Progress** | **\* Inactive** |
| Monitor Learner – Resident | Modify learning plan – additional focus on EPA/IM observations or RTE | \*Modify learning plan – modify required EPA/IM observations or RTE | \*Modify learning plan – additional focus on EPA/IM observations or RTE | \*Monitor Learner – Resident (i.e. expected return – parental leave, sick leave, etc.) |
| Modify learning plan – suggested focus on EPA/IM observations or RTE | \*Formal remediation | \*Promote Learner – Resident – to Stage 2 | \*Formal remediation | \*Withdraw training |
| Promote Learner – Resident – to Stage 2 |  | \*Promote Learner – Resident – to Stage 3 | \*Withdraw training |  |
| Promote Learner – Resident – to Stage 3 |  | \*Promote Learner – Resident – RC Exam Eligible |  |  |
| \*Promote Learner – Resident – RC Exam Eligible |  | \*Promote Learner – Resident – to Stage 4 |  |  |
| Promote Learner - Resident – to Stage 4 |  | \*Promote Learner – Resident – RC Certification Eligible |  |  |
| \*Promote Learner - Resident – RC Certification Eligible |  |  |  |  |

\*PGME or PG Dean awareness required

**Definitions**

EPA Entrustable Professional Activity

IM Individual Milestone

RTE Required Training Experience