

**Division of General Surgery
Residency Competency Committee
Terms of Reference**

May 17, 2017

Introduction

The CBME Competency Committee is a sub-committee of the Residency Training Committee. The Competency Committee will meet regularly to review all resident progress and make decisions about promotion and the need for enhanced learning plans, remediation and probation for those residents whose progress has been flagged.

Performance indicators to be reviewed for the decision making process will include (but are not limited to) all documented performance information and written recommendations from Academic Advisors. The Competency Committee is an independent decision making sub-committee of the Residency Training Committee and the primary focus is to make decisions on resident progress and promotion.

Membership

Membership includes the Program Director when he/she is not the Chair, a minimum of three departmental faculty members actively supervising trainees. In addition, Academic Advisors may, on an ad hoc basis, present their recommendation of a resident to the Competency Committee. Membership shall also include the Program Administrator as recording secretary.

Resource Requirements

The committee will meet quarterly or as required to make timely decisions about resident progress and promotion. It is expected each meeting will be approximately 60 minutes in length. Secure document storage in a confidential location, including minutes of each meeting from a program administrator, are mandatory. The members of the Competency Committee will interpret available qualitative and quantitative data to achieve consensus, where possible, in making judgments on outcomes.

Accountabilities

The CBME Competency Committee, with the Resident Training Committee, will be responsible for all resident trainee decisions for progress and/or promotion, and are accountable to the Resident Training Committee.

Appointment and Review Process

The CBME Competency Committee membership should be selected by the Residency Training Committee in consultation with the Division Head. A committee appointment will be three years with the option to renew for a second term. The Chair appointment will be a three year term with reappointment as stipulated by the Resident Training Committee and the Program Director.

Responsibilities

- Monitoring the progress of each resident in demonstrating achievement of the EPAs or independent milestones within each stage of a competency-based residency training program
- Synthesize the assessments and observations of each resident to make decisions related to:
 - The promotion of residents to the next stage of training
 - Determine when a trainee is failing to progress within the program and identify need for individual learning plans
 - Review and approval of individual learning plans developed to address areas for improvement
 - Determine readiness to challenge the Royal College examinations
 - Determine readiness to enter independent practice on completion of the transition to practice stage
- All members of the committee will declare any conflicts of interest, and the committee will decide if that member must recuse themselves about decisions relating to the residents they represent.
- Monitor the outcome of any individual learning plan, liaising with the PGME office and the PGME Advisory Board when the resident falls under the “failing to progress” category
- Notify the PGME office when a resident doesn’t progress to the next stage of training and postgraduate year of training or falls under the “progress is accelerated” category
- Follow the defined PGME Appeals Process
 - 1st level Appeal – Residency Training Committee
 - 2nd level Appeal – Postgraduate Associate Dean (Academic Review Board)
 - 3rd level Appeal – Dean, Faculty of Health Sciences (Postgraduate Tribunal)
- Remain up to date with the evolving CBME program literature.
- Maintaining confidentiality and promoting trust by sharing information only with individuals directly involved in the development or implementation of learning or improvement plans.

Planned Review

- A formal review of this role description will occur on an annual basis by the Resident Training Committee