

**UNDERGRADUATE MEDICAL EDUCATION**  
**SCHULICH SCHOOL OF MEDICINE & DENTISTRY**  
**COMPETENCE COMMITTEE**  
**TERMS OF REFERENCE**

Approved by Curriculum Committee: December 2021  
Reviewed by Competence Committee: December 2021  
Next Review: September 2023

**PURPOSE**

The Competence Committee (CompC) makes decisions and recommendations on student progression using integrative data from a portfolio of assessments aimed at achieving competencies and Entrustable Professional Activities (EPAs). Using an informed group decision-making process, patterns of performance are collated to provide a portrait of a student's progression towards competence.

**PREAMBLE**

The Competence Committee (hereafter "CompC") of the Doctor of Medicine Program (hereafter "MD Program") in the Schulich School of Medicine & Dentistry of Western University (hereafter "School") reports to the Curriculum Committee (CC). CompC has authority for oversight and action of MD Program student progression and remediation for courses and required program learning. The CompC communicates with Course Chairs, MD Program administrative staff and other MD Program Committees as required on the outcomes of student assessment and progression. The CompC reports to the CC recommendations for student progression, outcomes from existing assessments and the need for new or improved medical student assessment and progression processes. The CompC through the Curriculum Committee is advisory to the Vice Dean Undergraduate Medical Education (VD UME) chairing the CC and therefore to the Dean of Medicine and Executive Committee of Schulich Council.

**GENERAL PRINCIPLES:**

The Comp Comm will ensure the MD Program:

- Implements competency-based assessment of student learning
- Recommends on student achievement and progression through the 4-year program
- Meets identified national and Western University standards of medical education
- Delivers student progression decisions in alignment with Western University and MD Program policies and processes
- Meets the relevant Committee on Accreditation of Canadian Medical Schools (CACMS) standards and elements

**RELEVANT ACCREDITATION STANDARDS**

**Standard 9 Teaching, Supervision, Assessment, and Student and Patient Safety**



- **Element 9.4 Assessment System:** A medical school ensures that, throughout its medical education program, there is a centralized system in place that employs a variety of measures (including direct observation) for the assessment of student achievement,

including students' acquisition of the knowledge, core clinical skills (e.g., medical history-taking, physical examination), behaviors, and attitudes specified in medical education program objectives, and that ensures that all medical students achieve the same medical education program objectives.

- **Element 9.5 Narrative Assessment:** A medical school ensures that a narrative description of a medical student's performance, including his or her non-cognitive achievement, is included as a component of the assessment in each required learning experience in the medical education program whenever teacher-student interaction permits this form of assessment.
- **Element 9.7 Timely Formative Assessment and Feedback:** A medical school ensures that the medical education program provides timely formative assessment consisting of appropriate measures by which a medical student can measure his or her progress in learning. Each medical student is assessed and provided with formal formative feedback early enough during each required learning experience four or more weeks in length to allow sufficient time for remediation. Formal feedback occurs at least at the midpoint of the learning experience. In medical education programs with longer educational experiences (e.g., longitudinal integrated clerkship, year-long required learning experiences) formal feedback occurs approximately every six weeks. For required learning experiences less than four weeks in length alternate means are provided by which a medical student can measure his or her progress in learning.
- **9.8 Fair and Timely Summative Assessment:** A medical school has in place a system of fair and timely summative assessment of medical student achievement in each required learning experience of the medical education program. Final grades are available within six weeks after the end of a required learning experience.

#### **Standard 10 Medical Student Selection, Assignment and Progress**

- **10.3 Policies Regarding Student Selection/Advancement and their Dissemination:** The faculty of a medical school establish criteria for student selection and develop and implement effective policies and procedures regarding, and make decisions about, medical student application, selection, admission, assessment, advancement, graduation, and any disciplinary action. The medical school makes available to all interested parties its criteria, policies, and procedures regarding these matters.

#### **TASKS:**

- Reviews student portfolio of assessments every two months and at the call of the Chair
- Makes decisions each semester and annually on students' achievement in individual courses
- Ensures timely reporting of summative grades within three weeks
- Recommends student progression to the next year of learning and for graduation
- Collaborates with course leads on the development, implementation and satisfactory achievement of remediation plans
- Provides timely feedback to the CC and the Accreditation Committee on any concerns with meeting relevant Accreditation requirements

**PROCESS:**

The Competence Committee is a Program committee that:

- Develops and implements a process for student progression and remediation where appropriate
- Reviews relevant Course and MD Program data in reaching decisions on student progression
- Reviews, deliberates and communicates outcomes for learner progression and remediation
- Analyzes and communicates on assessment quality to Curriculum Committee
- Reviews requests for students to participate in additional learning processes – i.e. certificates, additional or dual degrees and communicates on student suitability i.e. in good academic standing to the VD UME.
- Reviews and advises the CC on improvement of assessment and remediation needs for implementation derived from existing or new best practices from Western, provincial (Council of Faculties of Medicine) and national (Association of Faculties of Medicine of Canada) bodies
- Creates, communicates and oversees completion, in collaboration with Course Committees, individual learning plans for student remediation.
- Recommends to CC and Program Evaluation Committee areas for improvement to existing MD Program through analyzing and reporting on de-identified learner and course outcomes
- Reviews and makes recommendations on assessment and progression processes to other Program committees
- Documents reasons for and plans to address any unique student issues impacting progression
- Recommends action and provides documentation (where necessary) to the VD UME on specific student appeals
- Recommends as appropriate, improvements to the student appeals, assessment and progression process
- Recognizes, acknowledges and communicates excellence in student learning
- Ensures relevant accreditation standards and elements are satisfactorily addressed (CACMS and IQAP)
- Reports aggregate outcomes annually to the CC.

**REPORTING STRUCTURE**

The CompC reports to the Curriculum Committee.

**MEMBERSHIP**

VOTING

- Chair (Faculty Lead Progression and Remediation)
- Faculty representatives: eight (8) in total three (3) must be from the Windsor campus or distributed education sites



- One non-Schulich faculty member at large from Western University
- Representative from the PGME Committee
- Clinical or Foundational Sciences Chair/Chief

#### NON-VOTING

- Vice Dean, Undergraduate Medical Education
- Associate Dean, Windsor Campus
- Assistant Dean (Undergraduate), Learner Equity and Wellness
- Manager Undergraduate Medical Education
- Manager (Windsor Campus)
- Lead: Program Evaluation
- Lead Curriculum Development: Undergraduate Medical Education
- Program Registrar
- Ad hoc attendees as requested in deliberations
- Recording Secretary

#### **PROCEDURES**

##### 1.0 - MEETINGS

- Comp Comm will meet five to six times annually over the academic year or at the call of the chair or designate.
- Notice of a meeting will be accompanied by an agenda at least one week prior to the time of the meeting.
- The agenda will be prepared by the recording secretary and chair or designate.
- Quorum shall be 50% of the voting members of the committee except in the months of June, July and August when a quorum will be one-third of the voting members of the committee.

##### 2.0 - MEMBER'S RIGHTS & PRIVILEGES

- Each voting member of the committee, including the chair, will have one vote.
- In the case of a voting tie, it will be at the discretion of the chair to break the tie.
- All voting members of the committee are entitled to participate fully in the meeting processes, to speak and to vote on all actions.
- A member of the committee may appoint or send a designate to act or vote on his/her behalf.
- Designates must be identified in advance to the committee chair and recording secretary by e mail.
- Voting members of the committee who are absent for more than 50% of meetings in an academic year will be replaced.
- Any member who faces a conflict of interest shall so declare in advance to the committee chair.

##### 3.0 - CHAIR

- The chair will be the Faculty Lead, Progression and Remediation
- The chair shall delegate authority to another senior committee member if unable to attend or in addressing a motion where there is a potential for conflict.



- The recording secretary and membership will be made aware and so record the delegation in advance.

#### 4.0 - TERMS OF MEMBERSHIP

- Each member will be appointed by the Vice Dean UME in consultation with the relevant Chair/Chief and after discussions with the UME Manager MD Program and the Lead, Curriculum Oversight.
- The term will be for 2 years, renewable twice for a maximum of 6 years.

#### 5.0 - MINUTES OF THE COMMITTEE

- Approval of past final minutes will be approved in advance of or in the meeting in a manner supported by the committee.
- A brief record of the committee discussion and a record of the resolutions dealt with by the committee will be circulated one week following each meeting.
- The minutes will note meeting attendance, regrets or absence for all members.
- All members will be asked to review and offer corrections to the final minutes before endorsement.
- All minutes will be recorded and securely stored electronically by the course secretary.

#### 6.0 - DOCUMENT REVIEW

- The Term of Reference will be reviewed every three years.

### **CONFIDENTIALITY**

- All matters discussed at the CompC are confidential and members are expected to maintain the Western University rules of confidentiality.
- The official spokesperson for all communication of committee proceedings will be the committee chair.
- The committee chair is responsible for advising members on the policy of confidentiality including:
  - Prevention of unauthorized release of information from the committee is only possible through the diligence, goodwill and integrity of the individual members.
  - Confidentiality must be maintained when information is discussed at the committee in regard to particular student circumstances.