

NEPHROLOGY TRAINING PROGRAM

Competence Committee (CC)

TERMS OF REFERENCE

Revised: August 22, 2025

Reviewed: September 24, 2025

Approved by RPC: September 24, 2025

Next Review Date: September 2027

PREAMBLE

The Nephrology Training Program Competence Committee (CC) is established by the Residency Program Committee (RPC) to make recommendations related to the progression of trainees through the levels or stages of training, including readiness for certification and independent practice. The CC may also assist the RPC in the development of individualized learning plans.

The CC reports to the RPC via the Program Director.

POLICY REFERENCES

- [General Standards of Accreditation for Residency Programs](#)
- [Nephrology Training Program Standards of Accreditation](#)
- [Competence by Design Technical Guide Series for Competence Committees \(2020\)](#)
- [Schulich School of Medicine & Dentistry PGME Resident Assessment & Appeals Policy](#)
- Fundamental Principles Underpinning the Functioning of the Nephrology Training Program Competence Committee
- Nephrology Training Program Competence Committee Process and Procedures Guide

MEMBERSHIP

The CC will be chaired by an appointed faculty member in the Clinician Teacher or Clinician Educator academic role category whenever possible. The Program Director, in discussion with the Chair of the Division/Department, will appoint members with overlapping terms (initial appointments to have staggered end dates) to ensure continuity with renewals as defined by the Division/Departmental/University policies.

Current Members include:

- Chair – Dr. Nabil Sultan
- Nephrology Fellowship Program Director – Dr. Michael Chiu (non-voting member)
- Faculty Member – Dr. Faisal Rehman

- Faculty Member- Dr. John Johnson
- Program Administrator – Anne Marie Dyson (recording secretary)
- Non-faculty Member – Lisa Hannah, Charge Nurse, Nephrology Program
- On an ad hoc basis as appropriate, faculty members serving as Academic Advisors for the residents being discussed.

MEETINGS

The CC will meet at a minimum 4 times per year or at the call of the Chair on an ad hoc basis to support the transition of trainees between stages. The meetings will occur 1-2 weeks before an RPC meeting so that CC recommendations can be ratified at the RPC within 4 weeks.

QUORUM

There should be at least 50% attendance from the members of the CC to achieve quorum. The Program Director should be present for all discussions.

ATTENDANCE

Members must attend at least 75% of meetings.

RESPONSIBILITIES

- Monitor the progress of each trainee in demonstrating achievement of the Entrustable Professional Activities (EPAs) and milestones within each of the four stages of residency training: Transition to Discipline, Foundations of Discipline, Core of Discipline, and Transition to Practice.
- Synthesize the assessments and observations of each trainee to make recommendations to the RPC related to:
 - The promotion of trainees to the next stage of training;
 - The review and approval of individualized learning plans developed to address areas for improvement;
 - Determining exam eligibility for the Royal College of Physician and Surgeons of Canada examinations;
 - Readiness for independent practice on completion of transition to practice.
- If applicable, develop in concert with the Program Director and/or RPC Individualized Learning Plans (ILP) to address areas for improvement.
- Monitor the outcome of any Individualized Learning Plan in concert with the Program Director, liaising with the PGME Office and the [PGME Advisory Board](#) as appropriate
- Provide feedback to the Program Director, RPC and Division/Departmental Chair on the quality and quantity of faculty feedback with the aim of enhancing feedback and assessment of and for learners.
- Notify the PGME office when a trainee “does not” progress to the next stage of training, or if the trainee falls under “accelerated progress.”

For more details about responsibilities, refer to the [Competence Committee Guide: Process and Procedures in Decision Making](#) document.

Decisions:

The members of the CC will interpret available qualitative and quantitative data to achieve consensus, where possible, in making recommendations.

Reporting:

The CC will report outcomes of discussions and make recommendations to the RPC for ratification.

Confidentiality:

The discussions and decisions of the CC are confidential, and information is to be shared only with the Program Director, the RPC, and, if applicable, individuals directly involved in the development or implementation of individualized learning plans.

MEMBERSHIP TERM

3 years, renewable