

Otolaryngology – Head and Neck Surgery

COMPETENCE COMMITTEE TERMS OF REFERENCE

Purpose:

The Otolaryngology – Head and Neck Surgery Program Competence Committee (CC) will review and render decisions related to the progression of residents through the stages of training in achieving the requirements for certification by the Royal College. The Competence Committee reports the outcomes of discussions and decisions to the Residency Program Committee (aka Postgraduate Education Committee)

Composition:

The Competence Committee will be chaired by an appointed faculty member, ideally in the Clinician Teacher or Clinician Educator academic role category whenever possible, and appointed by the Residency Program Director. 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. If necessary the CC can be Chaired by the Residency Program Director during periods of change in committee leadership.

Members will include:

- The Residency Program Director when he/she is not the Chair
- A minimum of three faculty members to be drawn from the Residency Program Committee or the clinical faculty actively supervising trainees
- One member external to the division or department's clinical faculty (may be another discipline, other health care professional, or a public member)

Tasks of the Competence Committee:

- Monitor the progress of each resident in demonstrating achievement of the milestones and EPAs within each of the four stages of residency training
- Synthesize the assessments and observations of each resident to make decisions related to:
 - Promotion to the next stage of training
 - Review and approval of individual learning plans developed to address areas for improvement
 - Readiness to challenge the Royal College examination
 - Readiness to enter independent practice on completion of the Transition to Practice stage

- Failure to progress within the program and identify need for individual learning plans or remediation/probation/withdrawal
- Notify the PGME Office when a resident moves to the next stage of training
- Provide feedback to the division/departmental chair on the quality and quantity of faculty feedback with the aim of enhancing feedback and assessment of and for learners

Meetings:

The Competence Committee will meet at a minimum 3 times per year or at the call of the Chair on an ad hoc basis to support the transition of residents between stages.

Decisions:

The members of the Competence Committee will interpret available qualitative and quantitative data to achieve consensus, where possible, in making judgments on outcomes.

Confidentiality:

The discussions and decisions of the Competence Committee are confidential and information is to be shared only with individuals directly involved in the development or implementation of individual learning plans.