

Competence Committee (CC)

TERMS OF REFERENCE

Reviewed: September 2024

Next review: 2026

PREAMBLE

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

The CC reports to the RPC via the Competence By Design (CBD) Lead, Program Director(s) or delegate.

POLICY REFERENCES

- [General Standards of Accreditation for Residency Programs](#)
- [Psychiatry Standards of Accreditation](#)
- [\(Royal College Programs only\) Competence by Design Technical Guide Series for Competence Committees \(2020\)](#)
- [Schulich School of Medicine & Dentistry PGME Resident Assessment & Appeals Policy](#)
- [Schulich Psychiatry 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.

Members will include:

- The Program Director when they are not the CC Chair
- The CBD portfolio lead
- The Assessment portfolio lead
- A minimum of three faculty members to be drawn from the RPC or the clinical faculty actively supervising trainees
- The Program Administrator as recording secretary
- A psychiatry subspecialty resident, ideally an R6 resident, may be invited to be a committee member, if available.
- At least one faculty member from the Windsor program (who can also be a Program Director)

MEETINGS

The CC will meet at a minimum 2 times per year or at the call of the Chair on an ad hoc basis to support the transition of residents between stages.

QUORUM

The number of members of the Competence Committee required to meet quorum and to vote in favor of a motion will be equal to 50% of the current membership size rounded up to the next whole number. Either the Program Director or Associate Program Director should be present for all discussions.

ATTENDANCE

Members are expected to attend at least 75% of meetings.

RESPONSIBILITIES

- Monitor the progress of each resident 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 resident to determine the following (where required):
 - The promotion of residents 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;
 - Determining certification eligibility for Royal College of Physician and Surgeons of Canada (Royal College) certification upon completion of the Transition to Practice stage;
 - Determining that a resident is failing to progress within the program;
- Assist in development of Individualized Learning Plans to address areas for improvement
- Providing assistance to the Program Director or Associate Program Director and/or RPC as necessary in the development of remediation and probation plans.
- Monitor the outcome of any Individualized Learning Plan in concert with the Program Director or Associate Program Director, liaising with the PGME Office and the [PGME Advisory Board](#) as appropriate
- Provide feedback to the Program Director or Associate 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

For more details about responsibilities, refer to the *Competence Committee Guide: Process and Procedures in Decision Making* document found within the Western psychiatry residency's Program Handbook.

Decisions:

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

Reporting:

The findings of the CC will be forwarded to the RPC for review. In exceptional cases, the RPC may request, after a vote, that the CC change or review a finding.

Confidentiality:

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

MEMBERSHIP TERM

2 years, (initial appointments to have staggered end dates) to ensure continuity with renewals as defined by the division/departamental/university policies.

REMUNERATION

No remuneration will be provided specifically for membership of the competency committee.

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