

Competence Committee (CC) Reviews

The Competence Committee meets four times a year to review resident's progress in the program. This includes progress in clinical skills and knowledge as well as completion of program requirements such as EPA completion, psychotherapy requirements and scholarly requirements.

[The Competence Committee](#) is made up of faculty who have volunteered in addition to the program director, associate program director and Competence by Design (CBD) Lead.

A file reviewer is assigned to every resident for each meeting of the CC. The file reviewer is usually a different faculty member at each meeting, to ensure that there is a new perspective on the resident file. In situations where a resident is on an enhanced education plan (EEP), the assigned file reviewer is likely to be the program director overseeing the learning plan. The committee reviews the resident's progress over the time since the last meeting (the "review period") and progress with any areas for development carried over from the last meeting. The file reviewer presents a summary of their findings on a resident's progress to the committee and there is a discussion.

Based on the file review, each resident is given recommendations on what strengths have been identified in their work and what area they should work on developing further. Each resident is also given a progression status. Most residents are found to be "progressing as expected". Residents who are behind on some skills or longitudinal requirements may be found to be "not progressing as expected", which indicates they need to catch up on requirements. Those who have major areas where they are behind on requirements or for skills development may be found by the committee to have the status of "failure to progress". This progression status usually warrants additional support with an enhanced education plan (EEP) or remediation plan.

The CC file reviewer completes a report, which is posted to One45 and available for residents to review before their quarterly review meeting with the program director, associate program or assistant program director (Windsor).

Click this [link](#) for further details on the **Competence Committee process**

Click this [link](#) to see the **PGME Assessment & Appeals Policy**

Quarterly Reviews

After each CC meeting, each resident meets with the program director, associate program or assistant program director (Windsor) to look over the CC file review and discuss the resident's progress, to discuss their educational goals and to develop strategies to meet those goals. Career goals are also discussed along with career counselling from the PD or APD. These meetings will be set up for each resident by the PGE office.

Areas for discussion at quarterly reviews include:

- [Areas for improvement identified by the CC](#)
- [Any steps the resident has already taken to address these areas for improvement](#)

- Review of the resident's psychotherapy log and current progress with psychotherapy requirements
- Review of resident's plans for the scholarly requirement
- Short term goals (including areas for skills development, knowledge enhancement and meeting longitudinal training requirements)
- Long term (career) goals (including ideas for future practice, possible plans for subspecialty or fellowship and resources that may aid the resident, including particular mentors or electives that may be of help)
- Resident's feedback on the program
- Any additional support needed from the program