



## **McMaster General Pediatrics Residency Competence Committee and Academic Coach Annual Meeting Schedule**

### **August-September**

- PGY1 initial meeting with Academic Coach
- PGY2-4 meet with Academic Coach as regular meeting

### **November-December**

- Training summaries completed (summarizes progress for past 6 months and includes exam scores) – Competence Committee Chair notified
- Competence Committee Chair to reach out to each resident to let them know and ask them to add any information and put in their own comments as desired
- Once resident replies, Competence Committee Chair to let Academic Coach and Secondary Reviewer know that the document is online
- Resident and Coach should meet to discuss and review
- Academic Coach and Secondary Reviewer to enter a <50 word summary in the Training Summary Document (to be completed before end of December)
- If either have concerns, resident scheduled for discussion at Competence Committee Meeting

### **January**

- Competence Committee meeting to discuss residents of concern

### **February-March**

- PGY3-3 meet with Academic Coach as regular meeting
- PGY1-3 summaries completed and sent to Academic Coach (summarizes progress for past 6 months – includes Fall exam scores and ABITE)
- Resident and Coach should meet to discuss and review
- Academic Coach sends a <50 word summary of meeting (as per instructions in Academic Coach Guide)

### **April-May**

- Training summaries completed (summarizes progress for past 6 months and includes exam scores) – Competence Committee Chair notified



- Competence Committee Chair to reach out to each resident to let them know and ask them to add any information and put in their own comments as desired
- Once resident replies, Competence Committee Chair to let Academic Coach and Secondary Reviewer know that the document is online
- Resident and Coach should meet to discuss and review
- Academic Coach and Secondary Reviewer to enter a <50 word summary in the Training Summary Document (to be completed before end of May)
- If either have concerns, resident scheduled for discussion at Competence Committee Meeting

### **June**

- Competence Committee meeting to discuss residents of concern