



## **McMaster University Pediatric Residency Program**

### **Competence Committee: TERMS OF REFERENCE**

#### **Role:**

The Competence Committee reviews and makes recommendations to the Program Director, Associate Program Director and Residency Program Committee related to the progress of residents enrolled in the Pediatric Residency Program, in achieving the national standards established by the discipline.

The Residency Program Committee ratifies resident status recommendations of the Competence Committee. The Residency Program Committee or its sub-committee also sets individual enhanced education plans.

#### **Responsibilities:**

The Competence Committee will be responsible for:

- Ensuring that graduates will have demonstrated competence to provide high quality, safe care to patients and maintain standards of the healthcare system.
- Maintaining a shared mental model of what a resident's performance looks like and what is acceptable for competence.
- Monitoring the progress of each resident in demonstrating achievement of the assessments, including EPAs or independent milestones within each stage of the pediatric residency program.
- Synthesizing the results from multiple assessments and observations to make recommendations related to:
  - The promotion of residents to the next stage of training.
  - The determination that a resident is failing to progress within the program.
  - The review and approval of enhanced education plans developed to address areas for improvement;
  - The monitoring the outcome of any learning or improvement plan established for an individual resident.
  - Determining readiness to challenge the Royal College examinations
  - The determination of readiness to enter independent practice on completion of the transition to practice stage or equivalent.
- Advisory to the Residency Program Committee with respect to recommendations regarding system issues identified as a possible reason for residents not progressing as expected.
- Maintaining confidentiality and promoting trust. For details regarding access to resident assessments, refer to the policy on Assessment of Learners in Postgraduate Programs

**Composition:**

The Competence Committee will be composed of individuals with interest and experience in assessment and medical education relevant to the discipline. The Competence Committee members must be able to interpret multiple sources of qualitative and quantitative observation data to achieve consensus, where possible, in order to make judgments on outcomes.

The size of the Committee reflects the number of residents in the program with a minimum size of 6 members.

Members of the Committee are from either the Residency Program Committee or clinical supervisors associated with the program. There will be external members are reflected below.

The Academic Coach will be used to mentor residents in their learning and development. These individuals may attend the Competence Committee meeting to summarize resident progress at the request of a reviewer, but are not members of the committee.

The Program Director, Associate Program Director and the Residency Program Committee, in conjunction with the Chair will be responsible for selecting the competence committee membership.

Conflict of interest should be taken into account for all business of the committee.

**Suggested Membership:**

1. **Competence Committee Chairperson:** The Competence Committee will be chaired by a member of the clinical teaching faculty affiliated with a residency program who has expertise in assessment and knowledge of postgraduate medical education. Ideally the Competence Committee will not be chaired by the Program Director or Associate Program Director.
2. **Program Director and Associate Program Director:** The Program Director and Associate Program Director should serve Committee members.
3. **Faculty Member Representative(s).**
4. **Resident Representative(s):** A resident from an external program, will sit as a resident member.
5. **Non-Program representative(s)** - a member that is 'external' to the teaching faculty and has some knowledge of the assessment process in postgraduate medical education can be helpful. This individual will be a member from an external faculty.
6. **Chair of Remediation / Academic Support Committee**
7. **Program Administrator (non-voting).**

**Reporting:**

The Competence Committee will make recommendations to the Program Director, Associate Program Director and the Residency Program Committee.

**Terms of Office:**

Members should be appointed by the Program Director and Associate Program Director to serve a defined term of 3-5 years with renewal.

**Meetings:**

The Competence Committee will meet each month January-June and September-November. Meetings may also be called on an ad hoc basis by the Chair. Meetings may be face to face.

At minimum, quorum will be set at a simple majority.

Approved by Competence Committee January 15, 2018