

## **Competence Committee- A guide for MacPeds Residents**

### **What is a competence committee?**

The role of a competence committee is to review and make decisions on a learner's achievement of EPAs and their progression through the stages of training toward the national standards as set by your discipline. The competence committee provides guidance for training activities to help you to progress. The collection of many observations of your performance over time, will allow the competence committee to assess how well you are progressing and when you are ready to move on to the next stage of training. As a resident, this is great news; you'll have a group of people focused on helping you develop efficiently and effectively. Competence committees will also identify those residents who have not attained milestones, and will help to arrange support and find creative ways to coach them to progress (e.g. assigning special mentors, extra readings, or modified rotations). The ultimate goal of a competence committee is to identify the strengths and areas of improvement for every resident, towards successful completion of each stage of training.

In the past, resident's performance has been reviewed by the MacPeds Academic Progress Committee (APC). The APC was retired in December 2017, as we move to Competency Based Medical Education. In place of the APC, we now have the Competence Committee (CC). The Competence Committee (CC) is a subcommittee of the Residency Program Committee (RPC).

The CC allows for an informed group decision making process, where performance is collated to reveal a broad picture of a resident's progression towards competence. The CC has the authority to make decisions on the resident's achievements reviewing all program assessment methods including ITARs, work-based assessments, procedure logs, individual Entrustable Professional Activities (EPA), and all other aspects of program participation, and present status change determinations as recommended to the RPC.

All residents will be reviewed by CC a minimum of two times per year. The CC may review a resident at the regular timed review, if a concern has been flagged, where completion of stage requirements/eligibility for promotion or completion of training has occurred, to determine readiness for the Royal College exam, where there appears to be a significant delay in a resident's progress/academic performance, or where there appears to be a significant acceleration in progress.

Each resident scheduled for review at the CC meeting is assigned to a designated primary reviewer (usually their Academic Coach). The reviewer is responsible for completing a detailed review of the progress based on evidence from completed observations and other assessments/reflections included within the resident's portfolio. A secondary reviewer (a member of the CC) will then review all of the summarized information and present it to the CC. All other committee members will be responsible to review the information as well. At the time of discussion, the CC will utilize EPAs and milestones, along with discussing all assessments/data such as work based assessments (WBA), exams scores, information on professionalism, attendance etc. when making status recommendations. The CC will determine

from this information and review if the resident is ‘progressing as expected’, (within which they may suggest monitoring, request for more information from the resident and Academic Coach, modified Educational plan, promotion to the next stage, or exam eligibility) or ‘not progressing as expected’ with modifications to Enhanced Educational plan suggested or more formal remediation.

The CC, on an exceptional basis, has the option to identify residents who are eligible for accelerated learning pathways and after due process, have the responsibility to identify residents who have met the status of ‘failure to progress’.

CC members will discuss the status recommendation of a resident and vote on the resident’s official status in the program. More information on status recommendations, can be found here: <http://www.royalcollege.ca/rcsite/cbd/assessment/committees/competence-committees-status-recommendations-e>

## **Who is on the competence committee?**

The CC consists of various faculty members from within McMaster.

- Dr. M. Ladhani (Chair)
- Dr. A. Hunter (Program Director- Pediatrics)
- Dr. Q. Ngo (Associate Program Director- Pediatrics)
- Dr. C. Williams (Chair of Academic Support Committee)
- Dr. K. Hoegler
- Dr. D. Callen
- Dr. V. Breakey
- Dr. M. Zachos
- Dr. Heather Waters (non-Pediatric program representative)
- Dr. K. Harman
- Dr. G. Wahi
- Dr. A. Rodrigues
- Dr. M Sidhu (Resident representative)
- L. Klyne (Pediatric Program Administrator: non-voting)

## **Who will have access to CC records?**

Program Director, Associate Program Director, Program Coordinator, Program Assistants and your primary reviewer (Academic Coach) will have access to all electronic files within the resident file.

The secondary reviewer (CC member) of your file will have access to your Academic Coach Progress Report (ACPR), ITERs and bi-annual Program Director meeting summaries.

All individuals with access to the records have been informed of the confidentiality of the proceedings.

## **What does the Academic Support Committee (ASC) do?**

If the CC recommends that a resident modify their education plan or is in need of an enhanced education plan, the CC will refer the resident to the ASC. At this time, the ASC will meet with the resident to assist them with creating this. The terms of reference for the ASC can be found here:

## **I have received a letter from the Competence Committee. What are the next steps?**

The Program Director(s) and Academic Coach or other appropriate delegate will discuss the decision of the CC with you.

## **What if I want to appeal a decision that the competence committee has made?**

<https://fhs.mcmaster.ca/postgrad/documents/AssessmentofLearnersPolicy102017.pdf>

## **Where can I find the terms of reference (TOR) for the competence committee?**

The TOR can be found here:

## **Where can I find more information about the CC?**

More information on the CC can be found on the Royal College website at:  
<http://www.royalcollege.ca/rcsite/cbd/assessment/competence-committees-e>