Approval Date (PGEC): June 12, 2017
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PGME Competence Committee Terms of Reference

Office of Accountability:	**Faculty of Medicine & Dentistry**
Office of Administrative Responsibility:	**Postgraduate Medical Education**
Approver:	**Postgraduate Medical Education Council**
Scope:	**All Residents**
Classification:	**Residency Training**

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1. **Introduction**

The Competency-Based Medical Education (CBME) Competence Committee (RCPSC) or Resident Operations Committee (CFPC), hereafter, referred as the Committee, is a sub-committee of the Residency Program Committee (RPC). The Committee will meet at least quarterly to review all resident progress and make recommendations about promotion to the next stage and the need for focused attention or revised educational plans and remediation. Performance indicators to be reviewed for the decision making process will include (but are not limited to) all documented performance information and written recommendations from Program Director or Academic Advisors, if applicable. The Committee is a sub-committee of the Residency Program Committee, whose primary focus is for making recommendations to the Program Director and RPC on resident progress. Membership for the Committee is part of the Department/Division education administrative duties for all residency training programs.

2. **Composition**

Its membership includes the Committee Chair (in small programs, the Program Director may

serve this role), the Program Director, faculty and other representatives as appropriate. Generally, we would not recommend resident members on this committee, unless there is an existing strong culture of resident involvement in high stakes assessment decisions in the program. The size of the Committee should reflect the number of residents in the program with a minimum size of three faculty members, in addition to the Academic Advisor or Committee member presenting the summary of the resident's progress. The Chair will be chosen by the Program Director. If the program chooses to include a resident member on the Committee, the choice should be determined by the RPC.

3. Qualifications

All faculty Committee members should have a demonstrated interest in education, assessment, and/or administration. It is expected that Committee members will make every effort to attend every meeting.

4. Resource Requirements

The suggested meeting frequency is once quarterly at minimum. Committee members will be required to dedicate adequate time to carry out their responsibilities.

5. Accountabilities

The Committee will be responsible for recommendations for resident progress and/or promotion, and are accountable to and report to the Program Director and RPC. The Committee should determine decision-making processes (e.g., majority vote, consensus, unanimous vote, quorum, conflict of interest of management, and voting vs non-voting members). Consensus decision making is highly desirable.

6. Appointment and Renewal Process

The Committee membership should be selected by the Program Director in consultation with the Department/Division Head. A committee appointment will normally be for two to three years with the possibility for multiple renewable terms.

7. Responsibilities

7.1.   To the Residency Program
7.1.1.   Monitor the progress of each resident in demonstrating achievement of the EPAs within each stage of a competency-based residency training program (RCPSC), or evaluation objectives (CFPC)
7.1.2.   Determine the recommendation about:
7.1.2.1.   Promotion of residents to the next stage of training (RCPSC)
7.1.2.2.   Readiness for certification examinations of RCPSC or CFPC
7.1.2.3.   Readiness to enter independent practice on completion of the Transition to Practice stage (RCPSC)
7.1.2.4.   Resident failure to progress within the program
7.1.3.   Maintain and improve skills in assessment through faculty development training