Checklist

# Running a Competence Committee

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| --- | --- |
| **Item** | **Completed?** |
| **Getting Started** |  |
| Develop Mission Statement |  |
| Develop Terms of Reference for competence committee & members |  |
| Assign primary reviewers for each resident |  |
| Develop an assessment map to align competence committee meetings |  |
| Determine the best method to collate and review data |  |
|  | |
| **Meeting Process** |  |
| Determine rules of Engagement |  |
| Develop Agenda well in advance |  |
| Determine how you will keep on task & on time |  |
| Determine decision making process & minutes |  |
| Determine role of faculty development / Program Eval |  |
|  | |
| **Post-meeting** |  |
| Determine *which decisions* need to be communicated and *who* will communicate the decisions to PGME |  |
| Determine *what information* should be communicated to the RPC for each resident |  |
| Determine *who* will communicate decisions to the resident and *how* this will be accomplished (e.g., email, face-to-face meeting) |  |
| Determine *where* meeting minutes/reports will be kept and *who* will have access to these documents |  |
| Determine *who* is responsible for developing individualized learning plans |  |

## Resources

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| [Template Terms of Reference](http://www.royalcollege.ca/rcsite/documents/cbd/competence-committees-guidelines-for-terms-of-reference-e) | C:\Users\amurphy\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\FB114CD8.tmp |
| [Template Process and Procedures in Decision-Making](http://www.royalcollege.ca/rcsite/documents/cbd/competence-committees-process-procedures-e) | C:\Users\amurphy\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\2D62C0A6.tmp |
| [Mock Competence Committee Cases](http://www.royalcollege.ca/mssites/casescenarios_en/story_html5.html) | C:\Users\amurphy\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\81D63BA4.tmp |
| [Royal College Status Recommendations](http://www.royalcollege.ca/rcsite/cbd/assessment/committees/competence-committees-status-recommendations-e) |  |
| [Set up a Competence Committee](http://www.royalcollege.ca/mssites/cbdpd/en/content/index.html#/lessons/FnwU-jcRJjg4XQp1SpH50WOLdsEdDq_N) (CBD for Program Directors) | C:\Users\amurphy\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\CF6678CC.tmp |
| [CBD Resource Directory](http://www.royalcollege.ca/rcsite/cbd/cbd-tools-resources-e) | C:\Users\amurphy\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\7EC874BA.tmp |

## References

**Implementation**

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French, et al. “A Systematic Approach Toward Building a Fully Operational Clinical Competency Committee.” *Journal of Surgical Education*, vol. 71, no. 6, 2014, pp. e22–e27.

**Frameworks & Process Models**

Rachael Pack, Lorelei Lingard, Christopher J Watling, Saad Chahine, Sayra M Cristancho. (2019) Some assembly required: tracing the interpretative work of Clinical Competency Committees. *Medical Education* 32.

Amy Acker & Emily Hawksby (2019) Competence committee: How meeting frequency impacts committee function and learner-centered assessment, Medical Teacher, DOI: 10.1080/0142159X.2019.1627302

Duitsman, Marrigje E., et al. “Judging Residents' Performance: a Qualitative Study Using Grounded Theory.” *BMC Medical Education*, vol. 19, no. 1, 2019, pp. 1–9.

Schumacher, et al. “Thresholds and Interpretations: How Clinical Competency Committees Identify Pediatric Residents with Performance Concerns.” *Medical Teacher*, vol. 40, no. 1, 2018, pp. 70–79.

**Decision making**

Hauer, Karen E, et al. “Ensuring Resident Competence: A Narrative Review of the Literature on Group Decision Making to Inform the Work of Clinical Competency Committees.” *Journal of Graduate Medical Education*, vol. 8, no. 2, 2016, pp. 156–164.

Chahine, Saad, et al. “How Do Small Groups Make Decisions?” *Perspectives on Medical Education*, vol. 6, no. 3, 2017, pp. 192–198.

Shumacher, Daniel J., et al. “Key Factors in Clinical Competency Committee Members’ Decisions Regarding Residents’ Readiness to Serve as Supervisors: A National Study.” *Academic Medicine*, vol. 94, no. 2, 2019, pp. 251–258.

Acai, Anita, et al. “Getting with the Times: a Narrative Review of the Literature on Group Decision Making in Virtual Environments and Implications for Promotions Committees.” *Perspectives on Medical Education*, vol. 7, no. 3, 2018, pp. 147–155.