

Policy for Description and Duties of the Curriculum Competency Committee (CCC)
Bismarck CFM

Structure:

The members of the CCC are appointed by the Program Director (PD) and include:

- 1) PD
- 2) All UND CFM faculty
- 3) Program Coordinator
- 4) Nursing Supervisor
- 5) Clinic manager who represents clinic departments including lab, radiology, front desk, billing, and medical records

The CCC meets semi-annually during the months of May and November.

Overview of duties of the CCC:

- 1) Review all resident evaluations semi-annually
Evaluations to be reviewed as they are available and as applicable include:
 - a. All evaluations from rotations
 - b. Patient surveys
 - c. 360-degree evaluations from hospitals, and clinic staff
 - d. Concern and Praise cards as determined to be appropriate by the PD
- 2) Prepare and ensure the reporting of Milestones evaluations of each resident semi-annually to ACGME
Procedure:
 - a. For each milestone, a score is assigned for each resident
 - b. The scores are tabulated by the Program Coordinator, and entered at the ACGME Milestones reporting site
 - c. The data is reviewed by the PD
- 3) Advise the program director regarding resident progress, including promotion, remediation, and dismissal
 - a. During the May CCC meeting, the evaluation of PGY-1 residents as to their readiness for promotion to the Senior resident level is to be performed.
 - b. This evaluation is to be done per the following policy:

Criteria for Advancement to Senior Resident Level

Purpose:

To ensure that a senior resident is qualified to supervise first year residents.

Policy:

The following criteria must be met in order for a resident to assume Senior Resident duties:

1. *The USMLE Step 3 must be taken by June 30th of the calendar year; i.e. by the end of the PGY-1 year.*
2. *Faculty must confirm that the resident is qualified to provide PGY-1 supervision in a manner that is safe for patients.*
3. *If the USMLE Step 3 is failed, whether the resident may continue on as Senior Resident will be determined on an individual basis. Criteria considered by faculty in this situation will include, but not be limited to:*

- A. In-Service Training Exam scores*
- B. Academic standing documented on evaluations*
- C. Number of rotations passed during the PGY-1 year*

c. If a resident is not to be advanced, an Individualized Learning Plan will be developed by the CCC to guide remediation.

d. If the resident is to be dismissed, the policies of the Graduate Medical Education Office of the UND School of Medicine and Health Sciences will be followed.