

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

Structure:

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

- 1) PD
- 2) Hettinger RTT Site Director
- 3) At least three Hettinger CFM faculty
- 4) Program Coordinator
- 5) Nursing Supervisor
- 6) 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. The Hettinger CCC will not advise the PD as to promotion of PGY-1 residents to the Senior resident level as no PGY-1 residents are at the Hettinger RTT site.
  - b. If a resident is in need of remediation, an Individualized Learning Plan will be developed by the CCC to guide remediation.
  - c. 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.