

# Clinical Competency Committee

## UND Transitional Year Residency Program

*Revised July 1, 2020*

### **A. Purpose:**

The purpose of the Clinical Competency Committee is to assure that each resident's performance is in compliance with the Accreditation Council of Graduate Medical Education (ACGME). Further, to oversee the actions of the Program Director and Associate Program Director to assure that they are in compliance with due process procedure. It is the committee's responsibility to make recommendations: (1) to graduate a resident, (2) to advance residents to the next level, or (3) to recommend any remedial or disciplinary action based upon the competencies delineated below.

### **B. Application:**

This policy applies to all residents in the University of North Dakota Transitional Year Residency Program.

### **C. Policy**

This policy defines the purpose and responsibilities for monitoring resident progression as measured by the accepted ACGME Transitional Year Residency milestones.

Each residency program is required to assemble a Clinical Competency Committee. This committee must review all resident evaluations of performance and assessment at least semi-annually; prepare and ensure reporting of Milestone Evaluations on each resident semi-annually to the ACGME and their advanced program; and advise the Program Director regarding resident progress, including promotion, remediation, and dismissal.

The following will further delineate the members of the Clinical Competency Committee and its general responsibilities.

1. Membership
  - a. The membership of the committee will be appointed by the Program Director and shall have at least three members of the program faculty.
    - i. Others eligible for appointment include the following:
      1. Faculty from other programs
      2. Non-physician members of the health care team
    - ii. Other members that may attend CCC meetings and provide input include:
      1. Residency coordinators
  - b. The committee Chair may either be appointed by the Program Director or elected from the membership.
  - c. The degree of participation by the Program Director on this committee is at the discretion of the program.
2. A written description of the committee's responsibilities must be prepared.

3. Purpose of the committee:
  - a. The committee will be responsible for
    - i. ensuring that each resident's performance is reviewed every 6 months.
    - ii. monitoring the progress of each resident through review of evaluations and performance assessments, including assessment of the specialty specific milestones.
    - iii. recommending to the Program Director appropriate intervention or support to promote continued progress, or another course of action including resident promotion, remediation, or dismissal after comprehensive resident performance review.
    - iv. preparing Individualized Learning Plans for residents with requirements for successful remediation of a sub competency or milestone as determined by individual programs.
    - v. preparing Milestone evaluations for each resident semi-annually.
    - vi. ensuring the submission of Milestone evaluations for each resident semiannually to the ACGME through the ADS system prior to each deadline.
    - vii. sending aggregate data from resident performance evaluations to the Program Evaluation Committee to include in the annual review process.
    - viii. reviewing the progress of residents with any deviation from expected progress.
  - b. The CCC will monitor patterns in resident performance and send this information to the Program Director for adjustment or changes within the program as appropriate.
    - i. The PD can choose other pathways for information sharing, i.e., alternately to other faculty members for action.
  - c. The CCC may review and suggest recommendations to the Program Director regarding the quality, frequency, and choice of evaluation tools to ensure adequate assessment methods are available to measure resident performance and progress toward acquisition of the Milestones.
  - d. The CCC will identify evaluation methods or processes to address gaps in the assessment of resident performance using the Milestones as a guide for recommendations to the Program Director.
4. All Milestone evaluations of resident performance compiled by the CCC will be secured and maintained in cloud-based storage of educational data.
5. Schedule:
  - a. The CCC must meet at least semi-annually.
  - b. Ad hoc meetings may be called to address pressing resident issues that may include but are not limited to the following:
    - i. Recommendation by the Program Director for any reason.
    - ii. Consistently low or unsatisfactory evaluation scores.
    - iii. Consistent lack of adherence to program requirements.
    - iv. A specific egregious incident for possible probation or dismissal.