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.