

## **Clinical Competency Committee**

Updated 09/01/2017

### **PURPOSE**

To define members and scope of work of Clinical Competency Committee.

### **PROCEDURES**

1. Committee Members
  - a. Program Director
  - b. Associate Program Directors
  - c. Vice Chair of Education
  - d. Team Education Coordinators representing residents being evaluated.
  - e. Mentors
  - f. Surgical Education Staff
2. Frequency
  - a. The Clinical Competency Committee meets biannually.
  - b. Composition of the committee will be different for each meeting as it will be completed of the TECs and mentors of the group of residents being evaluated.
  - c. The Clinical Competency Committee meets in 3 parts: once for the PGY 1 class, once for the PGY 2&3 classes, and once for the PGY 4&5 classes with each group composed of the faculty and mentors for those residents.
3. Attendance
  - a. If a TEC or mentor is not able to attend the meeting, they are asked to find a substitute to attend the meeting.
4. Responsibilities of Committee Members
  - a. Resident performance data may include performance evaluations, conference attendance, resident case log compliance, test scores, and any other measures contained in the residents' files from the previous six months.
  - b. The committee members will discuss the residents' performance data in order to determine each resident's ACGME milestones.
  - c. Faculty mentors of residents in clinical rotations at the time of the evaluation must meet with their mentees within one month of the evaluation meeting to discuss their: evaluation, milestones, strengths, areas for improvement, case logs, academic progress, career planning, and negotiated performance goals for the upcoming period. Following the meeting, mentors will write a letter summarizing the discussion. The mentor letter will be cosigned by the program director and emailed to the resident. A copy of the letter will be put in the resident's permanent file.
  - d. Faculty mentors of residents in their research years must meet with their mentee once a year to discuss their research projects, presentations, papers, academic progress, challenges, and goals. They will write a letter summarizing the discussion to be signed by them and the program director. This letter will be kept in the resident's permanent file and a copy will be emailed to the resident.