Clinical Competency Committee Membership and Meetings

GMEC approved: July 2014
GMEC revised and approved: October 2016

Policy

The goal of the CCC is to assess and evaluate the resident’s performance in each of the six ACGME core competencies. The committee’s purpose is to serve as an advisory board to the program director with regard to all resident issues, including, but not limited to, feedback, evaluation, curriculum organization, promotion, remediation, certification and disciplinary action.

Membership

Each program is required to operate a CCC, a group comprised of three or more members of the active teaching faculty and others as appropriate (see chart below).

<table>
<thead>
<tr>
<th>May serve as member of CCC</th>
<th>May attend CCC meetings, but are not members of the CCC</th>
<th>Cannot serve or attend CCC meetings</th>
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</thead>
<tbody>
<tr>
<td>1. Program faculty members</td>
<td>1. Program coordinators</td>
<td>1. Residents and chief residents who are still in accredited years of their programs and have not completed initial residency education</td>
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<td>2. Program directors</td>
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<td>3. Other health professions who have extensive contact and experience with the residents (e.g. nursing, inter-professional faculty members)</td>
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<td>4. Chief residents who meet all of the following criteria: have completed core residency programs in their specialties, possess a faculty appointment in their program, are eligible for specialty board certification</td>
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Each ACGME-accredited residency program shall establish a program specific policy, with a written description of the responsibilities, procedures and members of the program’s CCC.

Frequency of meetings: Meetings must be conducted at least twice annually. In many programs, meetings may be conducted more frequently.

Function:

- The CCC is advisory to the program director. It considers all written rotational and other evaluations, and discusses any non-congruence between written evaluations and their experiences with each resident. The provision of frank verbal feedback by the CCC to the program director is an important process for determining whether the resident’s performance is accurately revealed in rotational evaluations.
- The committee will also prepare and report milestone evaluations for each resident that will be reported to the ACGME semi-annually as required.
• The CCC is tasked with the responsibility of advising the program director regarding resident progress, including promotion, remediation and dismissal (see Performance Improvement Policy).

The CCC discussion and recommendations are communicated to the program director for feedback to the resident, and are considered equal in weight to written evaluations. The CCC must record CCC meeting minutes, which must list the names of all residents considered and all CCC members in attendance.

ACGME recommendations for the CCC can be found at this website.

Monitoring

• Annual Program Evaluation
• Special Review of the Program