

Info-Morsels

A fresh faculty development offering!

January 2025

Info-Morsel: Competence Committees in the Department of Family Medicine

Contributor: Alison Baker

Ever wonder what happens to the Portfolio Review form you've completed with your resident three times per year? Each DFM residency training site has a Site Competence Committee (SCC), which is responsible for assessing the progress of residents in achieving the specific requirements of the Family Medicine Residency Program. The Central Competence Committee (CCC) oversees all DFM SCCs. Three key tasks of the competence committee are to

- Review all learner data
- Synthesize the data in relation to DFM, PGME, and CFPC standards
- Make progress decisions

The following infographic provides information on the roles of the SCCs and CCC in DFM.

Read the full article for more details!

To learn more about this month's Info-Morsel, please visit: [Info-Morsels \(fammedmcmaster.ca\)](https://fammedmcmaster.ca/Info-Morsels)



COMPETENCY-BASED MEDICAL EDUCATION



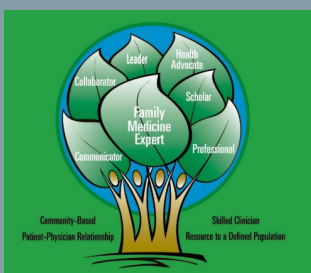
COMPETENCE COMMITTEES IN FAMILY MEDICINE RESIDENCY



WHAT IS A COMPETENCE COMMITTEE?

- A group of faculty members who review resident ePortfolios at set times
- Each Family Medicine teaching site has a Site Competence Committee (SCC)
- Family Medicine also has a Central Competence Committee (CCC)

WHAT DOES A COMPETENCE COMMITTEE DO?



- Makes decisions about residents' competence on clinical and academic tasks using qualitative and quantitative data from multiple observations (ITARs, Field Notes, EPA dashboard, Portfolio Reviews)
- SCCs bring questions and concerns to the CCC
- The CCC makes recommendations to the Residency Education Committee (REC)
- The CCC also reviews transfers and waivers of training

WHO IS PART OF A COMPETENCE COMMITTEE?

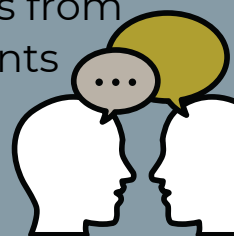
- Each SCC is composed of the Site Director, or delegate, and local faculty
- The CCC is composed of the Assessment Director, Program Director, Curriculum Director, Director of Resident Support and Remediation, and a senior Education Associate

HOW OFTEN IS RESIDENT PROGRESS REVIEWED?

- SCCs meet 3 times per year at the end of each Portfolio Review period
- The CCC meets 3 times per year after all SCC meetings have occurred
- Resident portfolios with Enhanced Education Plans (EEP) and Remediation (REM) plans are reviewed by the CCC at the time of preparation, at completion, and again after completion

WHAT IS THE PROCESS OF THE EPORTFOLIO REVIEW?

- The SCC assigns members resident portfolios to review for each meeting
- The primary reviewer performs a thorough review using a set guideline
- The reviewer presents their synthesis, displays relevant reports from the ePortfolio, and shares themes from observational comments
- The SCC has a group discussion and makes decisions about competence achievement
- Each SCC forwards a report to the CCC
- The CCC reviews resident files with questions or concerns from the SCC, as well as additional files from each site for quality checks
- Throughout the year, the CCC reviews files of residents who have completed EEP, REM, or returned from an extended leave (LOA)
- The CCC makes a report of aggregate data to the REC after each portfolio review period



HOW ARE RESIDENTS INFORMED OF STATUS DECISIONS

- After each CCC meeting, residents receive an email indicating that they can review their ePortfolio dashboard for their updated status
- Any residents requiring additional review will be notified by their Site Director or SCC chair

RESOURCES

- Please contact fmassess@mcmaster.ca for more information and Terms of Reference for SCC and CCC