

**DEPARTMENT OF EMERGENCY MEDICINE
COMPETENCE COMMITTEE
TERMS OF REFERENCE**

The University of Alberta Emergency Medicine Residency Programs' Residency Program Committee (RPC) delegates the function of academic review for RCPS residents to the Competence Committee (the Committee). Overall responsibility of resident assessment and promotion will remain with the Program Directors and RPC.

Type of Committee

The Committee is a subcommittee of the Emergency Medicine RPC.

Membership:

The Committee consists of the Assistant Program Director (Committee Chair), Program Director, and one faculty member each from the UAH and RAH, and two faculty at large.

Function:

Pursuant to the Postgraduate Medical Education (PME) office's Policies and Procedures on Assessment and Remediation, the Committee will review any and all In-training evaluation reports (ITERs) and Assessment Tools.

All Committee members present at called meetings will have access and may review the residents' files.

The Committee will consider and possibly recommend remediation. In such an instance the Committee Chair will advise the PD to draft a remediation plan as per the PME Assessment/Remediation Flow Chart.

The Committee may be called to review the Remediation Assessment after a remediation period. The Committee will make recommendations as outlined in the PME Assessment/Remediation Flow Chart.

At the end of the academic year, the Committee will assist the PDs in the decision on promotion to the next academic year.

Meetings:

Meetings are held as necessary by the Chair calling a meeting to ensure each resident is reviewed annually, or more frequently if necessary. Quorum is a minimum of 4 Committee members.

Any resident has the right to request a resident representative at the Committee meeting, who shall be a chief resident, or a more senior resident in the event of non-availability of a chief resident or if the resident is in the same PGY cohort as the chief

residents. The resident representative's role is to provide a resident's perspective on the proceedings and is non-voting.

Each resident will be reviewed annually at a minimum.

The Committee's findings will be reported to the PD and RPC. Residents in need of remediation will be contacted by the PD.

Minutes will be kept by the Program Administrator.