CLINICAL COMPETENCY COMMITTEE

POLICY

The Graduate School of Medicine must provide a fair and reasonable peer-review protected process to assess an individual resident’s achievement of the ACGME competencies; medical knowledge, patient care, professionalism, interpersonal and communication skills, practice-based learning, and systems-based practice; appropriate to their level of education.

PROCEDURE

A. All residency and fellowship programs will implement a Clinical Competency Committee (CCC) in accordance with ACGME requirements.

B. Each residency and fellowship program must have its own policy for its CCC.

C. Each program will have a CCC with a structure that meets ACGME requirements.

- CCC members are appointed by the program director and must include three faculty; program director may participate on the CCC.

- Chair of the CCC who is not the program director or chair of the respective department is encouraged.

- Membership of the CCC will vary by department size but must include at least three faculty (as above):
  - Representatives from all division/services encouraged
  - Where there are multiple sites, representation from all sites encouraged
  - Representation from junior and senior faculty encouraged
  - Members may include non-physicians

- Requirements for membership:
  - All committee faculty must be actively involved in resident education
  - All committee faculty must participate regularly in committee deliberations
  - Advisors may contribute objective information to the discussion
  - Feedback must be constructive and timely following meetings

- Responsibilities of the CCC
  - Members must meet, at a minimum, semi-annually. Ad hoc meetings may occur as necessary.
  - The Committee will select a Committee Chair.
  - Review all resident evaluations semi-annually. The CCC may consider evaluations submitted by resident peers or chief residents of junior residents. Resident self-assessment prior to the review is encouraged.
  - Complete the standard specialty Milestone reporting form; ensuring reporting of Milestone evaluations of each resident semi-annually to ACGME through direct entry into ADS, or other methods as directed by ACGME policy
  - Make recommendations to the Program Director regarding resident progress, including promotion, remediation and dismissal.
  - Make recommendations to the Program Director for additional or revised formative evaluations needed to assess resident performance in the Milestone sub-competency levels
D. The CCC should maintain written minutes which list the names of all residents considered recommendations and discussions and the CCC members in attendance. As a peer review process committee, all proceedings and records generated pursuant CCC meetings must be held in confidence and are not subject to discovery or introduction into evidence in accordance with Tennessee peer review statutes TCA 63-1-150 and 68-11-272.

GMDEC Approved 02/12/2015