

**SAMPLE PROGRAM POLICY: CLINICAL COMPETENCY COMMITTEE**

POLICY: Clinical Competency Committee

EFFECTIVE DATE: July 1, 2013

POLICY NUMBER:

PURPOSE:

The Program Director must appoint the program’s Clinical Competency Committee, and ensure the Committee’s effective evaluation of each resident’s competence as demonstrated through achievement of the ACGME specialty’s milestones.

POLICY:

The Clinical Competency Committee (CCC) will review all resident evaluations; prepare and assure the reporting of the Milestone evaluations of each resident to ACGME; and advise the program director regarding resident progress, including promotion, remediation and dismissal.

PROCEDURE:

1. The Program Director of the [residency program] must appoint the members of the Clinical Competency Committee.
   1. The Clinical Competency Committee must be composed of at least three members of the program’s faculty.
   2. Residents/fellows cannot be appointed as CCC members.
   3. Others eligible for appointment to the Clinical Competency Committee include faculty from other programs and non-physician members of the healthcare team. A non-physician appointee must be one who serves as a faculty member in the program *(i.e., clinical psychologist in Psychiatry, physicist in Radiology).*
   4. All members should work directly with the program’s residents on a regular basis.
2. Responsibilities of the Clinical Competency Committee include:
   1. Members must meet, at a minimum, semi-annually. Ad hoc meetings may occur as necessary.
   2. The Committee will select a Committee Chair.
   3. Review all resident evaluations semi-annually.
   4. Complete the standard specialty Milestone reporting form; ensure reporting of Milestone evaluations of each resident semi-annually to ACGME through direct entry into ADS, or other method as directed by ACGME policy.
   5. Make recommendations to the Program Director regarding resident progress, including promotion, remediation and dismissal.
   6. *(Not required by ACGME, but we also suggest: )* Make recommendations to the Program Director for additional or revised formative evaluations needed to assess resident performance in the Milestone sub-competency levels.

Approved: Date