



UBC Critical Care Medicine

Bringing Excellence in Critical Care, Teaching and Research to the Bedside

Critical Care Medicine Competency Committee

Terms of Reference

The UBC Critical Care Medicine Competency Committee (CC) is tasked with CCM Resident evaluation, competency assessment and promotion for the UBC Critical Care Medicine Training program at the University of British Columbia.

Membership:

The membership of the Competency Committee will be composed as follows:

- a) Competency Committee Chair – this individual will be an intensive care physician faculty member who is an active staff at one of the core sites. The CC chair will not be the program director.
- b) UBC CCM Program Director
- c) CC Advisors
- d) Member from outside the Program (PD from Anesthesia, Pulmonary, General Surgery, Emergency Medicine, etc)

Responsibilities:

The ultimate goal of this Committee is to work collaboratively to oversee the CCM Resident evaluation, competency assessment and promotion during the training period. The Competency Committee will report to the UBC Critical Care Medicine Residency Training Committee. This will be achieved through:

- 1) Quarterly CC meetings, scheduled 2 weeks after quarterly advisor meetings and 2 weeks before RTC meetings.
- 2) Duration of CC meeting will be up to 1 hour.
- 3) Each CCM Resident's progress will be discussed at each meeting
- 4) The CCM Resident's respective advisor will present the evaluations and progress of their respective CCM residents
- 5) Quorum will be defined by > 50% of CC members in attendance, including mandatory attendance of the Chair and Program Director.
- 6) Voting Structure – Promotion will be decided by > 50% majority rules. If the CCM Resident receives < 50% vote in favor of successful promotion then the CCM Resident will be identified and reported to the RTC.
- 7) In the setting of unsuccessful promotion, the PD and CCM Resident Advisor will communicate this to the CCM Resident and develop a joint learning plan to work towards promotion. The learning plan will be approved by the CC prior to



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implementation.

- 8) Appeal Process – If the CCM Resident would like to appeal the decision of CC, the CCM Resident will be invited to meet with the CC for a 30-minute appeal interview. After the appeal meeting, the CC will reconvene to decide upon a final decision.
- 9) Documentation of CC meetings will be recorded by the PD in the form of meeting minutes and then transcribed to digital form by the program administrator. The digital files will be stored on a password secured hard drive in the UBC CCM program office which is locked. Only the PD and program administrator have access to the digital files.