

## Department of Rheumatology Clinical Competency Committee (CCC)

(Adopted from ACGME policy, Upstate GME Policy and Upstate IM Residency Policy)

### **Definition**

The Clinical Competency Committee (CCC) is charged with monitoring and evaluating fellows' performance as it pertains to the curricular milestones and core competencies, and, in doing so, provides the reporting milestones semi-annually to the ACGME and the Upstate GME

### **Functions**

Serves as an advisory committee to the program director with regards to the following:

- Advancement
  - Semi-annual milestone evaluations
- Promotion
  - From PGY-5 to PGY-5
  - From Fellow-In-Training to Board Eligible Graduate
- Remediation, including academic probation and academic discipline
- Termination of Appointment
- Transfer to Another Program
- Professional Discipline
- Serves as a system for early identification of fellows who are in need of help
- Ensures assessment tools are sufficient to effectively determine performance across competencies
- Increases the quality, standardize expectations, and reduce variability in performance assessment
- Provides transparency around performance expectations
- Improves the quality and the amount of feedback
- Offers feedback to the program on issues related to resident education

Assures that all issues related to the interface of departmental and institutional grievance processes are addressed should a fellow wish to appeal a Program Director judgement including those on: academic deficiency, academic probation, termination, misconduct, advancement or board eligibility

### **Membership**

The clinical competency committee is appointed by the Program Director. The committee includes the following members for as long as they serve in their respective roles:

- Program Director (1)
- Associate Program Director (1)
- Program Administrator (Non-voting member) (1)
- Core Faculty (5)

**Format/Agendas**

The regular meetings of the CCC shall be held semiannually during the academic year on dates to be determined in November- December and May –June

- The agenda will include the following activities:
  - Review all the residents evaluations semi-annually
  - Preparation and assurance of proper documentation of the Reporting Milestone Evaluations of each resident to the ACGME
  - Making recommendations to the program director for resident progress including promotion, remediation and dismissal
- An attendance of at least 51% of the voting membership of the CCC shall constitute a quorum
- All participating members of the CCC are instructed that the nature of the meeting is confidential

**Follow-Up**

- The Program director will communicate and discuss the results fully to each fellow
- All reports will be entered in both the ACGME web ads portal and in MedHub