

Clinical Competency Committee (CCC) Charter - Template

As part of ACGME requirements for Resident Evaluation, Dr. X, Maine Medical Center Program Director for X Residency, has appointed the following members of the Program faculty to the Clinical Competency Committee:

CCC Members:

1. Paul McCartney (chair)
2. John Lennon
3. Ringo Starr
4. George Harrison
5. Stuart Sutcliffe

Residency Coordinator, George Martin, to attend all CCC and CCC sub-committee meetings. Formal minutes to be kept.

Meetings:

- The CCC will meet semi-annually in May and November of each academic year. At this meeting, the entire CCC will advise the program director regarding resident progress, including promotion, remediation, and dismissal (ACGME CPR Section V.A.a.b).(1).(c))
- Meetings will be scheduled for 2 hours

Responsibilities:

- The CCC's will prepare Milestones evaluations of each PGY-specific resident semi-annually and present to the CCC, with recommendations as above
- The CCC will review all 16 resident Milestone evaluations and make a final recommendation to the Program Director
- The Program Director will finalize recommendation and assure the reporting of the Milestones to the ACGME, as required
- In the unlikely circumstance of a disagreement between CCC members, or if the PD disagrees with the recommendation of the CCC – a special meeting will be convened to review the resident evaluations and a 2/3 majority will prevail

Residents

- Residents will receive the CCC *written* materials no later than one week prior to a semi-annual meeting with the Program Director – who will then review and process all evaluation materials with the resident
- The resident may choose to bring their mentor to any semi-annual meetings with the PD
- The resident has the right to appeal the recommendations of the CCC. This must be done in writing and submitted to the DIO of Maine Medical Center. Special appeal process will be undertaken, under the auspices of the DIO, who will have final decision regarding CCC recommendation

The CCC will use the following metrics to evaluate resident performance:

- Rotation Evaluations
- Peer evaluations



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- Patient evaluations
- Senior resident evaluations
- Teaching skills evaluation
- Transition evaluations
- Simulation/OSCE evaluations
- QI project, EBM evaluations
- Research progress
- Compliance/administrative evaluations
- Self-assessment
- Procedure log summary
- Patient care outcomes
- Videotaping evaluations
- Other evaluations as indicated