1. **ESTABLISHMENT**

The Undergraduate Medical Education Committee (UMEC) hereby establishes a special committee called the Competency Committee.

2. **ROLE and RESPONSIBILITIES**

The role of the Competency Committee is to make graduation recommendations for students in the Undergraduate Medical Education (UME) program at the Cumming School of Medicine (CSM) to the Associate Dean.

The Competency Committee reports to the UMEC. For a student to be recommended for graduation, this must be the recommendation of the Competency Committee who, having considered the relevant and available information, believe that this student has met the graduation standards of the program.

3. **DUTIES**

The Competency Committee will fulfill its role primarily by carrying out the duties enumerated below. The listed duties shall be the common, recurring activities of the Competency Committee; however, the Competency Committee may carry out such additional duties as are necessary or appropriate for the performance of its role. The Competency Committee’s primary duties are as follows:

1. Receive recommendations by the UME Assistant Dean of Evaluation and the UME Director of Program, Faculty and Student Evaluations on student readiness to graduate.
   a. Recommendations will be based on standardized reports of assessment data prepared by the UME Manager of Academic Technologies.
   b. The UME Assistant Dean of Evaluation and the UME Director of Program, Faculty and Student Evaluations will review all reports in detail for performance in the big 10 graduation objectives. The UME Director of Program, Faculty and Student Evaluations (or designate) will present recommendations to the Competency Committee.
2. Review recommendations in detail and discuss student readiness for graduation.
   a. For students who have passed all final clerkship In Training Evaluation Report (ITERs), scored above the minimum pass level on all summative examinations and the clerkship Objective Structured Clinical Exam (OSCE), and have not demonstrated a pattern of concerns questioning their competency in any of the 12 EPAs, data will be presented in aggregate, and a single vote will be held. Student reports will be available if requested, and if the Competency Committee requests to vote on individual students from this cohort (separate from the combined vote), this will be granted.
   b. For students who meet any of the following criteria, the UME Director of Program, Faculty and Student Evaluations (or designate) will present qualitative and quantitative data for each student individually, or in aggregate with other students with similar outcome data, and the Competency Committee will vote on each student, or group of students, separately:
      i. received one or more unsatisfactory final ITERs;
      ii. scored unsatisfactory on one or more final examinations;
      iii. scored unsatisfactory on the clerkship OSCE;
iv. has additional remaining uncompleted clerkship weeks relative to their graduating class at the time of the committee meeting (such as in the case of outstanding deferred or remedial time);
v. has been flagged for professionalism or patient safety concerns during clerkship; or
vi. has demonstrated a pattern of concerns questioning their competency in any of the 12 EPAs.

3. Vote to recommend to the Associate Dean which students have met the graduation standards of the CSM Medical Doctor (MD) program and are ready for graduation.

4. Vote to recommend to the Associate Dean which students have NOT met the graduation standards of the CSM MD program and are not ready for graduation.

5. For students where consensus is not possible, the Competency Committee will request additional data and reconvene and discuss these students in more detail.
   a. The committee can request any and all information from the student’s file that is deemed necessary to make a decision.
   b. The Assistant Dean of Evaluations and the Director of Program, Faculty, and Student Evaluations will collect this data and present a summary of this data and an updated recommendation to the committee at a future meeting.

6. At the second meeting, the committee will review recommendations in detail and again discuss student readiness for graduation.
   a. The Assistant Dean of Evaluations and the Director of Program, Faculty, and Student Evaluations will present requested data to the committee and give a recommendation on graduation readiness.
   b. The committee will again vote to recommend to the Associate Dean which students have and have not met the graduation standards of the CSM MD program. If consensus is reached, the committee will make a recommendation to the Associate Dean on the students’ readiness for graduation.

7. When a consensus decision is unable to be reached (even after the committee reviews additional requested information), AND, for those students whom the committee agrees are not ready for graduation, the Associate Dean will refer these students to the Student Academic Review Committee (SARC) for individual recommendations. A summary of the committee’s concerns will be provided to the SARC.

5. MEMBERSHIP

Chair: Dr. Kevin McLaughlin
CSM, Senior Associate Dean Representative¹: Dr. Beverly Adams (1 vote)
UME, Associate Dean: Dr. Christopher Naugler (1 vote)
UME Clerkship, Assistant Dean: Dr. Kevin Busche (1 vote)
UME Pre-Clerkship, Assistant Dean: Dr. Sarah Weeks (1 vote)
Postgraduate Medical Education, Representative¹: Dr. Lisa Welikovitch (1 vote)
Student Evaluation Committee (SEC), Representative: Dr. Harish Amin (1 vote)
SARC, Previous Member: Dr. Melinda Davis (1 vote)

¹ May designate an alternate to attend.
Clinical Member: Dr. Daniel Miller (1 vote)
Member of the Public2: Bonnie Vogeli
UME Representative2: Shannon Leskosky
Student Representative2: Erica Lindquist
Committee Presenters2: Dr. Janeve Desy
Dr. Adrian Harvey
Administrative Support2: Jane McNeill

6. MEETINGS

Meetings will be held at the discretion of the Competency Committee Chair with proper notice to the Members.

7. QUORUM

Quorum will consist of five of the voting members.

8. VOTING PROCESS

Decisions will be guided by principles and factors that ensure students who graduate meet the required competencies of a Cumming School of Medicine (CSM) medical school graduate. The Competency Committee will follow a consensus decision-making process with a decision rule based upon unanimity. This process begins by the UME Director of Program, Faculty and Student Evaluations (or designate) discussing the performance of each student (or students) and then making a proposal to graduate or not based upon the student’s perceived readiness for reactive supervision. In order to mitigate risk of bias that may arise from prior knowledge of the student - or biases, such as stereotyping that could arise from simply knowing demographic information - all students are referred to using their student identification number rather than using their name or a gender pronoun. Following the proposal, the Competency Committee will discuss the recommendations. The Competency Committee will then vote to determine if consensus has been reached. Members can vote to either agree with the recommendation, disagree with the recommendation, raise concerns about the recommendation, or block the decision regarding graduation of this student. Possible outcomes include (reference Appendix A for further detail regarding this process):

1) Consensus is achieved: this decision is then implemented.
2) Consensus is not achieved.
   a. If consensus is not achieved due to concerns, each dissenting member discusses their concerns and presents a revised proposal.
      i. This process continues until there is either consensus among all voting members, dissenting members step aside in order for a proposal to be passed and implemented, or a voting member blocks the decision.

Consensus is blocked by a blocking vote. Any voting member can block a proposal. If one or more voting members blocks a proposal then the committee must request additional information about the student in question, and

2 Non-voting member(s).
rediscuss the student at a future meeting. If a voting member blocks a proposal at the second meeting, the committee makes a recommendation for the student to be presented at the SARC.

9. **EFFECTIVE DATE**

These Terms of Reference will be effective on the date that they are approved by the UMEC.

Approved by the UMEC: April 16, 2020
Approved by the SEC: April 15, 2020
Revised: January 18, 2021
Appendix A: Competency Committee Voting Process

*If consensus not possible at first meeting: committee requests additional information and reconvenes

**Committee's concerns will be provided to SARC