



COMPETENCY COMMITTEE

TERMS OF REFERENCE

1. ESTABLISHMENT

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

2. ROLE

The Competency Committee has been established in response to the COVID-19 pandemic in order to review and make decisions about which students have met the competencies of the Undergraduate Medical Education (**UME**) program and are ready to graduate on time, and which have not. The Competency Committee is established to address the impact of the COVID-19 pandemic on the clinical experience, formal teaching and evaluation of our graduated medical class. The Competency Committee will be dissolved on May 12, 2020.

3. RESPONSIBILITIES

The Competency Committee reports to the Undergraduate Medical Education Committee (UMEC), and is responsible for ensuring graduating students meet all competencies required to move onto post graduate training. For a student to graduate to residency training, this must be the recommendation of a disparate group of individuals who, having considered all of the available data, believe that this student is ready for reactive supervision when performing each of the core entrustable professional activities (**EPAs**) of a graduating medical student.

4. 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 clerkship 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 all EPAs, as well as performance in the Medical Council of Canada (**MCC**) medical expert knowledge objectives. The UME Director of Program, Faculty and Student Evaluations (or designate) will present written recommendations to the Competency Committee, via powerpoint.
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 and the Competency Committee will vote on each student individually:
 - i. received one or more unsatisfactory final ITERs;
 - ii. scored unsatisfactory on one or more final examinations;
 - iii. scored unsatisfactory on the clerkship OSCE; or
 - iv. demonstrated a pattern of concerns questioning their competency in one of the 12 EPAs.
 3. Vote to recommend to the Associate Dean which students have met or exceeded all required competencies and are ready for graduation.
 4. For students who do not meet all final objectives of the Cumming School of Medicine (**CSM**) Medical Doctor program, and are not voted by the Competency Committee to be recommended for graduation OR for students where consensus is not possible, the Competency Committee will refer these students to the Student Academic Review Committee (**SARC**) for individual recommendations.

5. **MEMBERSHIP**

Chair:	Dr. Kevin McLaughlin (1 vote)
CSM, Senior Associate Dean Representative ¹ :	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, Representative ¹ :	Dr. Lisa Welikovitich (1 vote)
Student Evaluation Committee (SEC), Representative:	Dr. Harish Amin (1 vote)
SARC, Previous Member:	Dr. Melinda Davis (1 vote)
Clinical Member:	Dr. Daniel Miller (1 vote)
Member of the Public ² :	Bonnie Vogeli
UME Representative ² :	Shannon Leskosky
Student Representative ² :	Arjun Maini
Committee Presenters ² :	Dr. Janeve Desy Dr. Adrian Harvey
Administrative Support ² :	Dave Beninger

6. **MEETINGS**

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

¹ May designate an alternate to attend.

² Non-voting member(s).

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.
- 3) 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 graduation decision for this student is referred to the Student Academic Review Committee (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

Dated: April 15, 2020



COMPETENCY COMMITTEE

APPENDIX A

PROCESS OF MAKING GRADUATION DECISIONS

