

RPC Competency/Promotions Committee
TERMS OF REFERENCE

1. The Competency/Promotions Subcommittee (CPS) will follow the RPC Terms of Reference General Guidelines.
2. The CPS will consist of the following members:
 - a. Chair
 - b. Internal Medicine (IM) program director (PD)
 - c. Other representatives within the Faculty of Medicine (minimum of two)
3. The CPS will monitor the assessment of IM Residents in both the conventional and Competency by Design (CBD) cohorts, by:
 - a. Regular and systematic review of in-training evaluation reports (ITERS) and other modes of evaluation in the conventional cohort
 - b. Periodic review of Entrustable Professional Activities (EPAs) and other modes of evaluation in the CBD cohort
 - c. Identifying strengths and weaknesses amongst the IM residents
4. Upon periodic review of assessments in the conventional cohort, the CPS will:
 - a. Notify the RPC of any residents that are not progressing as expected
 - b. Identify residents that are progressing at an accelerated rate
 - c. Identify any residents with other areas of concern (e.g. professionalism)
 - d. Monitor the outcomes of personalized learning experiences for any residents that require a modified learning plan
5. Within the CBD cohort, the CPS will:
 - a. Review each resident at a minimum of bi-annually, and prior to entering the next stage in training
 - b. Recommend residents that are ready to be promoted to the next stage, and identify those who require further training prior to promotion
 - c. Recommend and review individual learning plans that are developed for residents in need of improvement, or for residents that are progressing at an accelerated pace
 - d. Determine the readiness of residents to challenge the Royal College examinations
6. The responsibilities of the Chair of the CPS include:
 - a. Chair regular meetings of the subcommittee
 - b. Report to the RPC on any concerns or commendations regarding resident performance
 - c. Review the final ITERS for residents in the conventional cohort with the IM program director

7. Overview of resident review procedure (CBD cohort)
 - a. Prior to review at CPS meeting:
 - i. Resident is notified of their anticipated review
 - ii. Resident meets with his or her Academic Advisor (AA) to review work-based assessments (EPAs) and other forms of evaluation to date
 - iii. AA provides a summary report to the CPS
 - iv. CPS members are assigned individual residents prior to meeting (PD excluded) and all forms of evaluation are reviewed
 - v. CPS members generate summary reports for their assigned residents, to bring forward to meeting
 - b. During CPS meeting:
 - i. Each resident is presented by corresponding subcommittee member, and evaluations are briefly reviewed
 - ii. Program director provides any relevant additional information that may not be captured in EPAs/other evaluations
 - iii. Modified learning plans are recommended if resident is not progressing as expected, or is progressing at an accelerated rate
 - iv. Decision regarding promotion to next phase of training is made, when applicable

NOTE: Although PD (or designate) is present during the discussion of each resident, s/he does not participate in the final decision-making process (i.e. non-voting)
 - c. Quorum for resident review
 - i. Minimum of two voting CPS members, plus PD (or assistant PD as a designate)