

**SR-AHEC Family Medicine Residency
Policies and Procedures**

Policy Name: Policy for Clinical Competency Committee and Program Evaluation Committee	Policy FMR-30
Date Approved: 9/10/14	Approved By: Sushma Kapoor, MD
Approved by GMEC Committee 5/14/15	
Revised and approved by GMEC 6/20/2017	
This policy supersedes all previous policies.	

BACKGROUND:

Per the ACGME Common Program Requirements and Program Requirements for Graduate Medical Education in Family Medicine, each program must have a Clinical Competency Committee and a Program Evaluation committee.

Clinical Competency Committee (CCC) is appointed by the Program Director (PD) consisting of at least three members of the teaching faculty. It is responsible for the evaluation of resident performance and to make recommendations to the PD on various individual resident achievements and needs. Specific responsibilities are outlined below.

Program Evaluation Committee (PEC) is also appointed by the PD and should consist of at least three members. The members may be members of the program's teaching faculty, and residents of the program. The committee will be responsible for evaluating the program, its educational mission and its teaching accomplishments. Specific responsibilities are also outlined below.

CLINICAL COMPETENCY COMMITTEE

Roles

- Monitor resident progression through the continuum of education in Family Medicine residency as specified by the American Board of Family Medicine and ACGME.
- Provide objective assessments, feedback and mentorship to the Residents in the ACGME competency areas.
- Ensure that the assessment includes the input reflecting a representative group of faculty and evaluation of all educational components of the training program including but not limited to the milestones progression.

Responsibilities

- Meets semi-annually and completes the clinical competence committee progress report every six months.

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- Prepare and assure the reporting of the Milestones evaluations of each resident semi annually to the ACGME.
- Develop and manage systems for evaluation of residents from multiple sources including but not limited to faculty, peers, patient, self, community preceptors, nursing staff and other professional staff.
- Recommend Residents to the Program Director for :
 - Promotion
 - Remediation
 - DismissalThe Program Director will make the final decision regarding the above recommendations.

Composition

- Chair will be a core faculty member appointed by the Program Director.
Members: Two clinical faculty and Director of Behavioral Science.
- Residency Coordinator may participate but is not a voting member.
- Program Director may participate but is not a voting member.

Information reviewed by the committee

- All electronic, handwritten and verbal evaluations.
- End of rotation evaluations for all the rotations.
- Input from other providers, nursing and ancillary personnel.
- Review the yearly 360 evaluation
- Peer review evaluations on at least an annual basis.
- Review the Feedback Friday evaluations
- Six month self-assessment
- In-training exam scores
- Didactic attendance record
- Research projects and QI projects
- Milestones
- Any other information at the discretion of the committee chair

PROGRAM EVALUATION COMMITTEE

Responsibilities

- Participate in the planning, developing, implementing and evaluating of the educational activities of the Program
- Review and make recommendations for revision of competency-based curriculum goals and objectives
- Conduct an annual, systemic program evaluation using evaluations of faculty, residents, nursing, and ancillary staff. This Annual Program Evaluation is a written document that monitors and tracks program quality, resident performance, faculty development, and graduate performance. The PEC will render this evaluation to the Program Director.

Composition

The Program Director appoints the members of the PEC. It is comprised of two core faculty, two chief residents and a representative from each class.

Information reviewed by the committee:

- Previous mission and vision statements
- Overall program goals and objectives
- ACGME or Internal review citations
- Last year's action plan
- ITE scores
- Procedure logs
- Resident Scholarly and Quality Improvement activity
- Milestones summary data
- Faculty Development Activities
- Review of Resident Review of Faculty
- Duty Hour Reports
- ACGME resident survey
- ACGME faculty survey
- Current Resident Curriculum
- Residency Performance Index report
- Match Data
- ABFM Board take/pass rates

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The final PEC report will be voted on and approved by all faculty with this action item being included in the faculty meeting minutes. The report will then be disseminated to the GMEC, DIO and residents.