

SUBJECT: **Clinical Competency Committee (CCC)**

POLICY

STATEMENT: Each ACGME accredited program must have a Clinical Competency Committee charged with reviewing the evaluations of all housestaff in their program, assessing each resident's progress with respect to the ACGME Milestones for their specialty, and submitting a report semi-annually to the applicable RRC. Each program must have a written policy describing how the CCC for the program will be constituted, how often it will meet, and its specific duties. Each clinical competency committee must meet minimum ACGME requirements described below.

DESCRIPTION: 1. The program director of each ACGME accredited residency and fellowship program must appoint the CCC. The Department Chair may assist the program director in choosing members of this committee, but the final decision regarding committee membership must be the program directors. At a minimum the CCC must be composed of three members of the program faculty. Others eligible for appointment to the committee include faculty from other programs where the residents or fellows spend a significant portion of their time and non-physician members of the health care team. It is preferable, but not required, that the program director NOT be the Chair of the Committee or a voting member of the committee. Residents may not be a member of the CCC, but there should be a mechanism for resident input into the evaluative process (e.g. anonymous peer evaluations, an identified faculty member of the CCC where residents may go to provide input into the committee's deliberation).

2. There must be a written description specific to each individual program of the responsibilities of the Clinical Competency Committee. Duties of the committee must include at a minimum:

- review all resident evaluations semi-annually
- prepare and assure the reporting of Milestones evaluations of each resident semi-annually to ACGME
- advise the program director regarding resident progress, including promotion, remediation, probation, non-renewal, and dismissal.

3. The CCC must meet at least twice per year, and the meeting should occur approximately one month prior to the deadline for data submission to the ACGME.

Reviewed and Approved:
Graduate Medical Education Committee (GMEC)
May 2016