

**Georgia Regents University
Housestaff Policies and Procedures**

Policy	Source
HS 28.0 Clinical Competency Committee	Graduate Medical Education Office

1.0 Purpose

A Clinical Competence Committee (CCC) is required for all residency and fellowship training programs and are charged with monitoring housestaff performance and making appropriate disciplinary decisions. At all times, the procedures and policies of the individual residency and fellowship Clinical Competence Committees will comply with those of the Graduate Medical Education Committee as outlined in the Graduate Medical Education Grievance and due Process Policy and Procedure and the Housestaff Performance policy..

2.0 Procedure

2.1 All ACGME programs must have a Clinical Competency Committee (CCC) appointed by the program director that functions in compliance with both the common program and program specific requirements.

2.2 The goal of the CCC is to provide broad input from several individuals to assist the program director in making evaluative decisions regarding the performance and abilities of trainees in his/her program. The program director will appoint the chair of the CCC and may also serve on the committee.

2.3 The CCC functions in an advisory role by meeting regularly to review all completed evaluations and providing a consensus based recommendation to the program director as to the standing of each trainee in the program.

2.4 The Committee will provide performance based assessments that respect the personal privacy of the residents or clinical fellows in the program. The Committee must function objectively and in a manner that promotes the highest levels of professionalism and confidentiality. The program director has final responsibility for each trainee's evaluation and promotion decisions.

2.5 Each CCC must be composed of at least three members of the program faculty and meet at a minimum every six months.

2.6 Faculty members may include physicians and non-physicians from the core program or required rotations in other specialties who teach and evaluate the program's residents or clinical fellows. Meeting minutes must be taken as a brief summary written in a fair and balanced manner.

2.0 Responsibilities

3.1 Each CCC must have a written description of its responsibilities, including its current membership that will be submitted to the Office of Graduate Medical Education annually. At a minimum, the CCC will:

- 3.1.1 Review all resident or clinical fellow evaluations semi-annually;
- 3.1.2 Prepare and assure the reporting of Milestones evaluations of each resident or clinical fellow semi-annually to the ACGME (RRC);
- 3.1.3 Advise the program director regarding resident or clinical fellow progress, including promotion, remediation, and dismissal;
- 3.1.4 Prepare a report summarizing the Committee's recommendations and rationale for any adverse action recommendations from each meeting;
- 3.1.5 Advise the Program Evaluation Committee about any evaluation issues identified during Clinical Competence Committee meetings.
- 3.1.6 The CCC should maintain written minutes which list the names of all of the residents considered recommendations and discussions and the CCC members in attendance. As a peer review process committee, all proceedings and records generated pursuant to CC meetings must be held in confidence and are not subject to discovery or introduction into evidence in accordance with Georgia peer review statutes.



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9/10/15

Date



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9/11/15

Date

The term House Officer is used as a generic term to include interns, residents and fellows in an approved ACGME Residency Training Program at the Medical College of Georgia
