

Appendix 1. Key Elements of a Competence Committee.

Although each training program is given flexibility in the creation and function of a Competence Committee (CC) due to the fact that there are different contexts and cultures, the Royal College of Physicians and Surgeons of Canada recommends that the following key elements be implemented [21]. These include a regular, transparent and systematic review of a trainee's performance (with a minimum twice yearly review of all assessments of a specific trainee) by a committee composed of members of the clinical teaching faculty affiliated with the training program. The size of the committee should reflect the number of trainees in the program, with a minimum number of three members for smaller programs. Although the program director may be a member of the committee, the program director should not chair the committee. The findings and recommendations on whether a trainee has met the relevant competencies of the training program and can be promoted within and from the program from the CC are brought to the Residency Program Committee for ratification. It is the program director who is responsible for reporting the outcomes of the CC to each resident.