

# DEPARTMENT OF ANESTHESIOLOGY



Title: Department of Anesthesiology Resident Clinical Competence Committee

Created: 06-16-13

**Overview:** The purpose of the Resident Clinical Competence Committee (CCC) is to review clinical performance of anesthesiology residents as they progress through their continuum of training. In accordance with ACGME requirements, the CCC either recommends granting credit for successful completion of components of the program or recommends corrective action if it determines that performance does not meet departmental standards.

**Membership and meetings:** The committee is chaired by a senior faculty member appointed to a two year term by the Department Chair on the recommendation of the Core Program Director (PD). The committee consists of the CCC Chair, at least 1 PGY-4 resident, at least 3 faculty members, and any other members of the perioperative team (including non-physicians) recommended by the CCC Chair and appointed by the PD and the Department Chair. Committee members serve a term of two years and may be reappointed or replaced. Residents serve for one year. The PD and Associate Directors are non-voting *ex officio* members. The committee meets as frequently as required to review clinical performance of residents as they progress their continuum of training, but in any event no less than quarterly. Quarterly meetings are held within 3 weeks of the close of each quarter in order to complete required quarterly evaluations of residents. The agenda for evaluating the residents is prepared by the CCC Chair and distributed at the time of the meeting with special notations for discussion of any residents on remediation, probation, or with special performance concerns.

## **Procedures:**

1. The agenda for the CCC is set by the CCC Chair and approved by the PD.
2. A quorum is not required to conduct business. Decisions are made by a majority vote of the committee members present with the CCC Chair voting to break a tie.
3. The committee determines whether a resident receives credit for satisfactory completion of each of the components of the continuum of training.
4. If the committee determines that a resident's performance does not meet the requirements of the program, the committee recommends action to be taken.
5. Actions that may be recommended by the CCC must be consistent with the policies of the Vanderbilt Office of Graduate Medical Education, the ABA, and the ACGME.
6. Submission of signed quarterly reports: The CCC Chair signs off on the quarterly reviews by the CCC for each resident.
7. The PD conducts performance review evaluation meetings with each resident based on these reports.

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8. Any formal communication (e.g. letter) concerning unsatisfactory performance is written by the CCC Chair and submitted to the PD with the contents specified below. Satisfactory performance do not require additional documentation.