

Department of Family Medicine

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| Policy Name: | Available documentation to the Residency Program Committee and/or the Competency Committee when making decision |
| Approved By: | Residency Program Committee (RPC) |
| Date Last reviewed: | December 7, 2023 |
| Contact Department: | P/G Program Manager dfmpgmanager@uottawa.ca |

Purpose:

The purpose of this policy is to define the allowable documentation/information available to members of the Residency Program Committee and/or the Competency Committee when reviewing a resident's (PGY1/PGY2) competency for promotion, or their performance on a rotation for pass or failure.

Policy: The documentation/information that will be reviewed and taken into consideration when making a decision on competency attainment or on pass or fail of a rotation/experience are the following:

- The ITER of concern
- All available ITERs from previous Rotations/Experiences
- A listing of the blocks completed to date.
- A listing of the resident's upcoming rotations
- All available field notes, daily cards and other evaluations used in writing the ITER of concern and/or the ITER for previously completed rotations
- A summary of the resident's available confidence survey data
- A summary of the resident's available practice exam (e.g., SOOs, SAMPs or other) data
- Any and all evaluation data previously generated during the resident's family medicine training at the University of Ottawa or elsewhere, as needed.

The breadth of documentation that can be reviewed by the committees is purposefully broad and is based on the committee's understanding of the importance of the decisions they are being asked to make.

