

## UNIVERSITY OF WASHINGTON PSYCHIATRY RESIDENCY PROGRAM CLINICAL COMPETENCY COMMITTEE (CCC) POLICY

- Background:** As a key component of the ACGME Next Accreditation System (NAS), residents must be evaluated by the residency program's Clinical Competency Committee (CCC) regarding their progress in the program, and specifically their progress in achieving the ACGME Psychiatry Milestones. This policy outlines the membership, charge, and procedures of the University of Washington Psychiatry Residency Program's CCC.
- Membership:** The residency director will appoint the CCC. The Idaho Track program director will appoint CCC members to evaluate Idaho Track residents who are currently completing their training in Idaho, subject to the approval of the residency director.
- The CCC will have at least 8 members, including the residency director. The Idaho Track CCC will have at least 3 members, including the Idaho Track program director.
- CCC members will include all associate/assistant program directors. Other faculty members of the CCC will be selected from among faculty who have the opportunity to routinely observe and evaluate psychiatry residents. Faculty members should represent all major training sites, should include both junior and senior faculty, and should have extensive contact and experience with trainees in patient care and other health care settings.
- Residents and chief residents in the program may not serve as CCC members or attend CCC meetings. However, evaluations of residents by peers, senior residents, and/or chief residents will be used as input by the CCC, through the program's routine evaluation process.
- The Chair of the CCC will be the residency director or another faculty member appointed by the residency director (or, in the case of the Idaho Track CCC, the Idaho Track program director).
- Program administrative staff may attend CCC meetings to provide administrative support and to help to document CCC deliberations and decisions. However, program administrators may not serve as members of the CCC.
- Charge:** CCC members are expected to provide honest, thoughtful evaluations of the competency level of trainees. They are responsible for reviewing all available assessments of each trainee at least semiannually and for determining each trainee's current performance level by group consensus.
- The committee must prepare and ensure reporting of Milestones evaluations of each resident to the ACGME semiannually, according to the ACGME's reporting schedule. Milestones evaluations must be submitted by the residency director or designee(s) via the Accreditation Data System (ADS).

The CCC is responsible for making recommendations to the residency director and the Resident Education Steering Committee (RESC) regarding promotion, remediation, non-reappointment, and dismissal, based on the committee's consensus decision on the resident's performance. However, the residency director and RESC have the final responsibility for the evaluation and promotion of residents.

The CCC should inform the residency director and the RESC of any potential gaps in curriculum or program deficiencies that appear to result in a poor opportunity for residents to achieve particular Milestones.

The residency director or designee(s) must provide feedback to each resident regarding his/her progress in each of the Milestones. This feedback must be documented in the resident's file.

The committee is also responsible for providing feedback to the residency director on the timeliness and quality (e.g. rating consistency and accuracy) of faculty's evaluations of residents, in order to identify opportunities for faculty education and development.

Finally, the committee is responsible for giving feedback to the residency director to ensure that the assessment tools and methods are useful in evaluating progress on the Milestones.

**Confidentiality:** Proceedings of the CCC are protected under the UW Medicine Coordinated Quality Improvement Plan. As such, all records generated by the committee as a result of its deliberations should be marked with the following: "Confidential coordinated quality improvement / risk management/ peer review information under RCW 70.41.200/ 4.24.250/ 43.70.510; any joint preparation or sharing of this information with another coordinated QI program is pursuant to the protection of RCW 70.41.200(8)/43.70.510(6). Do not disclose, reproduce, or distribute without permission."

**Procedures:**

1. The Psychiatry Residency CCCs must meet at least twice per year. It is expected that the CCC in Seattle will meet at least 4 times a year, given the size of the program.
2. Each resident's evaluations should be reviewed by two different CCC members in advance of the CCC meeting. Where possible, these CCC member reviewers should have worked with the resident and/or should be familiar with the rotations that the resident has done over the past 6 months. These two reviewers should prepare, in advance, a summary and recommendations regarding the evaluation of the resident, and present these to the CCC in the meeting.
3. The CCC must reach a consensus decision regarding the evaluation of each resident.