**The Ohio State University Medical Center**

**Pulmonary and Critical Care Fellowship**

**Clinical Competency Committee (CCC)**

CCC Membership:

* Minimum of 3 faculty members from the Division to include:
  + Program Director (PD)
  + Associate Program Director (APD)
  + Key clinical faculty
* Other members
  + Non-physician members of the health care team may be included (ex. Advanced practice nurse practitioner)
  + The CCC will include the fellowship coordinator who will be a non-voting member
* Members will be appointed by the PD
* The Chair of the CCC will NOT be the program director

Purpose of CCC:

* Uniformly monitor and review each fellow’s progress through the continuum of education, ACGME core competencies, and reporting milestones by reviewing available assessment tools
* Make recommendations to the PD regarding this progress including suggestions for promotion, remediation, or possible dismissal

Roles and responsibilities of CCC members:

* Meet at least semi-annually, but more often if needed to accomplish the above
* Provide honest, thoughtful feedback regarding the fellows’ progress along the educational milestones
* Participate in consensus building discussions about each trainee’s level of competence
* Make recommendations to the PD regarding progress each fellow on the educational milestones including suggestions for promotion, remediation, or possible dismissal, recognizing that the ultimate decision on such matters will be made by the PD after consider all available input
* Prepare the reporting milestones documents necessary for submission to the ACGME
* Maintain confidentiality of all discussions and review of fellows’ performance records
* Generate minutes from each meeting for review and approval
* Participate in necessary faculty development to maintain familiarity with evaluation tools in use in the fellowship, and their mapping to the educational milestones
* Provide feedback to the PD about whether existing assessment tools are appropriate for evaluating progress on the Milestones, and identify any potential gaps