

Overview of the Clinical Competency Committee

This committee meets at a minimum of twice per year and is instrumental in developing the milestone evaluation for each fellow. The meetings are generally in November and May of each year. This allows enough time to update the milestones into WebAds (Accreditation Data System) prior to the deadline. (There is a deadline).

Committee Membership

- The committee is generally made up of the program director, the associate program director and core faculty. Additional faculty members are encouraged as well as at least one non physician member (nurse for example).
- Although the Program Director may also be the Chairperson for the CCC as per the ABAI, many institutions recommend having someone other than the PD chair the CCC, as the intended purpose of the CCC is to advise the PD on trainee competencies. Thus, having the Associate Program Director or another Core Faculty be the CCC chairperson is a good alternative.
- There may be considerable variation in how the meeting is run. Some programs may decide together during the meeting the exact level for each of the milestones. Others may synthesize the discussion after the meeting. But each meeting should include a 360 degree evaluation of the fellow which should include patient surveys, ancillary staff input, rotation evaluations, procedure logs and any disciplinary action or complaints that might have come up since the previous meeting.
- After the Clinical Competency meeting, there are two important items that should take place. **First**, the new milestones need to be uploaded to WebAds. **Second**, the synthesis of the trainee progress with both opportunities for improvement and strengths should be communicated to the trainee.
- There will likely be considerable variation between institutions, but the documents and required elements for the meeting are generally provided by the Program Coordinator 1-2 weeks before the meeting.

Suggestions:

- Ask your program coordinator what they currently do to assist in organizing the CCC.
- Make sure you review the procedure log and read all evaluations prior to the meeting.
- Fellows should start their training at a low score on the milestones. This is expected. They should gradually progress through their training.
- Before the committee meets, discuss with the CCC chairman any specific items you feel needs to be addressed at the meeting.

Links:

<https://www.acgme.org/specialties/allergy-and-immunology/program-requirements-and-faqs-and-applications/>

<https://www.acgme.org/globalassets/pdfs/milestones/allergyandimmunologymilestones.pdf>

<https://www.acgme.org/milestones/resources/>

<https://www.acgme.org/globalassets/ACGMEClinicalCompetencyCommitteeGuidebook.pdf>