**Clinical Competency Committee (CCC)
Neuropathology Fellowship Program**

**Committee Membership**

Faculty members of this committee are appointed by the program director. Appointment is based upon individual members having sufficient contact with the resident and fellow to evaluate their clinical competence. Given the small nature of the neuropathology training program, all clinical faculty with the exception of the Division Director are members of this committee for the length of time that they serve in a clinical capacity. Additional members of this committee include the Program Coordinator who is a non-voting member of the committee, instrumental in organizing and communicating minutes. The final non-voting member is the Program Director.

**Chair**

The Chair of the Clinical Competency Committee is appointed by the Program Director and is a faculty member with good knowledge of the fellow's clinical performance. Reappointment is annual.

**Role and Responsibility of Each Member**

Each member of the CCC is responsible for the evaluation of the fellow through the on-line website assessment of milestones. This confidential website should be reviewed prior to each of the meetings. Meetings are held on a semi-annual basis in the months of July and December. The minutes of the meeting are used by the Program Director in discussions with the fellow. If a remediation plan is necessary then this plan is designed by the Chair of the CCC in consultation with the fellow and submitted to the Program Director for approval.

**Role of the Coordinator**

The Coordinator is responsible for scheduling the semi-annual meetings. The Coordinator notifies all attendees in addition to pointing them to the aggregate data available on the web milestone assessment. At the meetings the Coordinator is responsible for taking minutes and recording recommendations for each fellow. This written record is confidential and but retained by the Coordinator and Program Director.

**Shared Mental Model**

During the meeting of the CCC the assessment of milestone accomplishments of the fellow are reviewed. These are recorded on-line and they are available to all members of the CCC. With respect to each milestone a recommendation is put forward regarding how successfully the fellow has accomplished that milestone and the consensus is determined by discussion.

**Meetings**

Meetings are held in July and December in the Neuropathology Conference Room on the 7th Floor of Scaife Hall (S751). All attendees are expected to prepare for the meeting by reviewing the fellow's milestone accomplishments on the web. At the end of the meeting a general recommendation is summarized by the chair then opened for further discussion. Any disagreements or minority views are reflected in the minutes. These minutes are then transmitted to the Program Director.

**Minutes**

Minutes from the CCC are confidential. Only the Coordinator and the Program Director retain copies of these. The information from the minutes is summarized by the Program Director in discussions with the fellow.

**Measures of Assessment**

Each fellow is assessed according to the following schedule: 1, 2, 3, 6, 9, 12, 18 and 24 months. A full review by the individual faculty member of the fellow's performance is recorded on-line and these files are reviewed at the time of the CCC meeting. The curriculum for the specialty of neuropathology is listed on the website with lectures and appropriate appraisal materials for self-testing. Additional projects beyond those captured in the specialty milestones include research projects that are summarized by the fellow in discussions with the Program Director.

**Remediation**

If the CCC decides that remediation is necessary, a remediation plan is designed by the Chair of that committee in consultation with the other members and the fellow. If this remediation plan requires additional structured learning, this is itemized and presented to the fellow during their meetings with the Program Director. Any additional counseling is offered through the UPP Residency Program. The description of the CCC activities is posted on the web and available to the fellow. If a fellow disagrees with the assessment of the CCC they have the opportunity to appeal this assessment to the overall Residency Program Director for the Department of Pathology. At the end of the individual CCC meetings a debriefing to discuss ways in which assessment might be improved will be summarized in the minutes.