



Exam Readiness and Competency Committee/Program Director Guidelines Policy

Category:	Appointments, Curriculum, Assessments and Promotions
Responsibility:	Royal College Emergency Medicine Program Director
Approval:	Emergency Medicine Residency Program Committee
Date:	Date initially approved: March 2025 Date(s) reformatted or revised

Purpose:

To provide guidelines for the Competence Committee/Residency Program Committee to determine a resident's exam readiness.

Principles:

Exam Readiness in the CBD (Competence by Design) era is outlined by the Royal College of Physicians and Surgeons of Canada (RCPSC) in the following document: [Competency By Design Technical Guide 5: Exam Readiness. Royal College of Physicians and Surgeons of Canada Credentials Unit. March 2022. Version 1.0.](#)

Definitions:

Academic Advisor (AA) is a Faculty member who is responsible for coaching and guiding their assigned Resident(s) during their progression through residency training; including regular meetings with Resident(s) to conduct summative reviews of progress and facilitate creation and implementation of individualized learning plans, and reporting to the Competence Committee.

Assessment refers to the methods used to measure and document the competency, learning progress and skill acquisition of Residents throughout residency training.

Competence Committee (CC) is a subcommittee of the Residency Program Committee which is responsible for assessing the progress of Residents in achieving the specialty-specific requirements of the program. It reports to the Residency Program Committee and monitors progress of each Resident, reviews and synthesizes qualitative and quantitative assessment data at each stage of training.

Exam refers to the Royal College of Physicians and Surgeons of Canada (RCPSC) certification exams.

Program is the Royal College of Physicians and Surgeons of Canada (RCPSC) Emergency Medicine accredited Residency Training Program at the College of Medicine.

Program Director is the Faculty member most responsible for the overall conduct of the Emergency Medicine Residency program in a given discipline and responsible to the Head of the Department and to the Associate Dean, PGME in accordance with the criteria of the RCPSC. Responsibilities of the Program Director can also apply to the responsibilities of the Site Director in distributed programs.

Residency Program Committee (RPC; synonym Residency Training Committee) oversees the planning for the residency training program and overall operation of the program to ensure that all requirements as defined by the national certifying college are met; this includes selection of Residents, assessment and promotion of Residents, assessment of the rotational components/learning experiences of the program and individual clinical supervisors, program evaluation and curriculum development, and other tasks defined in the B 1.3 standard of the General Standards Applicable to All Residency Programs.

Resident refers to postgraduate medical trainee enrolled in the RCPSC Emergency Medicine Residency Program.

Scope of this Policy:

This policy applies to Residents in the Royal College Emergency Medicine Residency Training Program.

Policy:

Exam Readiness in the CBD (Competence by Design) era is outlined by the Royal College of Physicians and Surgeons of Canada (RCPSC) in the following document: [Competency By Design Technical Guide 5: Exam Readiness. Royal College of Physicians and Surgeons of Canada Credentials Unit. March 2022. Version 1.0.](#)

The salient points of this document are as follows:

- Residents typically write the exam at the end of the Core stage of training. However, the Royal College does not set requirements for the amount of training that must be completed before a resident is eligible for the exam. With the recommendation of the competence committee and approval by their residency program committee, residents may sit the exam at any point in their training. Certification will not be conferred until the resident's training is complete.
- Programs reserve the ability to withdraw a resident's exam eligibility at any point prior to the examination by notifying the Credentials Unit at the Royal College.

The Competency Committee (CC) will utilize the following information to make recommendations to the RPC regarding a resident's exam eligibility:

1. EPA's and progression through the levels of training as outlined by CBD
2. Oral exam feedback both from yearly Mock Orals (usually conducted in May) as well as regularly scheduled oral exams in their PGY4 year
3. Academic day and grand round presentation feedback
4. Academic Advisor and Mentor feedback
5. Off Service EPA's/ITER's and feedback on progression/expectations on the resident's performance based on their level of training. Of note, Critical Care rotations performed in PGY3 and PGY4 will be given special consideration.
6. Canadian In-Training Examination (CITE) results – which are written twice per year from PGY1-PGY4.
7. Written feedback from any source on the resident's performance – including allied health care members.
8. Scholarly project progression and feedback
9. Attendance at mandatory residency learning activities – ex Mass Casualty Day, Toxicology Day, Geri-EM day, etc.

The CC will vote on exam eligibility for residents between May and July of the year before they plan to sit the exam to align with the RCPSC Confirmation Completion of Training (CCT) Timeline; however, the RPC reserves the ability to withdraw a resident's exam eligibility at any point prior to the examination on the recommendation of the CC. The CC will review all exam-eligible residents again in the December prior to their examination date to assess for any changes that may impact the previously expected trajectory and subsequently the resident's exam eligibility.

Responsibilities:

It is the responsibility of the Program to ensure the Residents are aware of this policy at the beginning of training.

Residents have the responsibility to familiarize themselves with these guidelines.

Non-compliance:

Instances or concerns of non-compliance with this policy should be brought to the attention of the Program Director, Emergency Medicine.

Procedures:

[PGME Resident Appeal Policy](#)

[PGME Resident Assessment Policy](#)

Emergency Medicine Resident Assessment Standards Document

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