

Regional competency and progression advisory committee (RCPAC) terms of reference and rules of procedure

Version control		
Document name	Regional competency progression advisory committee (RCPAC) terms of reference and rules of procedure	
Owner	GP Training Academic Council	
Author	Edward Mc Swiney and Karena Hanley	
Version	Version 1.0	
Approved	GP Training Academic Council	
Date	24 September 2024	



Contents

1.0 Purpose	3
2.0 Scope.....	3
3.0 Statement of terms of reference.....	3
3.1 Membership	3
3.2 Confidentiality and conflicts of interest	3
3.3 Privacy and security	3
3.4 Meeting frequency	4
3.5 Trainee selection.....	4
3.6 Roles of RCPAC	4
3.6 RCPAC meeting procedure	5
3.7 Reporting	5
4.0 Responsibilities	5
5.0 Related and supporting documentation	6
6.0 Contact	6



1.0 Purpose

The regional competency progression advisory committee (RCPAC) is a regional advisory committee to scheme competency progression committees (CPCs) regarding measures that may be necessary to best support trainees in serious educational difficulty achieve satisfactory competency progression and on how to best implement these educational supports.

2.0 Scope

These terms of reference apply to all members of regional competency progression advisory committees under the auspices of ICGP (Irish College of General Practitioners) training.

3.0 Statement of terms of reference

3.1 Membership

The RCPAC membership consists of all scheme directors in a particular region and the regional programme director (RPD) for that region. If a scheme director is unable to attend a RCPAC meeting, they may nominate a delegate from their scheme directing team to attend instead.

The regional programme director serves as chair.

The RCPAC chair may invite a GP trainer to attend a RCPAC meeting.

A programme administrator attends each meeting to assist with documentation.

3.2 Confidentiality and conflicts of interest

All members must ensure that any trainee-related information will be kept strictly confidential and only used for the purpose of the CPC process and bona fide training purposes. If an RCPAC member has a conflict of interest, including a personal relationship with a trainee, they must inform the RCPAC immediately, outline the circumstance, and recuse themselves from discussions and decision-making relating to that trainee.

3.3 Privacy and security

ICGP policies on document storage and privacy apply. Trainee data will be confidential and will not be distributed to persons outside the Competency Progression Committee process or ICGP training staff according to training policies.

3.4 Meeting frequency

There are normally two RCPAC meetings per academic year. Regularly timed RCPAC meetings are scheduled after the biannual scheme CPC meetings to review any CPC referrals.

The RCPAC does not meet if there are no referrals.

Occasionally, a scheme CPC chair may request that the RCPAC meet to review a trainee case on a separate occasion.

3.5 Trainee selection

Trainees are scheduled for discussion following referral from the Chair of a Scheme CPC to the Chair of the RCPAC. Referrals should be received at least one week in advance of the scheduled RCPAC meeting.

The RCPAC is not a forum for the general discussion of trainee or Scheme issues beyond the scope of the CPC process.

Appropriate referrals to the RCPAC include:

Trainees for whom there is significant educational progress concern for their stage of training and where the scheme CPC has recommended a remediation period and where extra training is likely required.

Trainee cases that have uncovered a GP training programme development aspect requiring regional or national level input.

Importantly, trainees for whom a scheme CPC refers directly to the national scheme director for an assessment of fitness to continue training are not necessarily discussed by the RCPAC. However, it is likely that these trainees will have previously been discussed by the RCPAC.

3.6 Roles of RCPAC

The regional competency progression advisory committee:

- Advises scheme CPCs on measures and interventions to best support trainees who are experiencing significant educational difficulty and communicate advice to CPCs in a timely manner.
- Reviews draft trainee remediation plans.
- May recommend a trainee seek external expert assessment such as an educational or occupational health assessment.
- The RCPAC may suggest interscheme collaboration to facilitate specific training experiences, opportunities or rotations that may not be available on a trainee's native scheme.
- Maintains confidentiality and always avoid conflicts of interest.



3.6 RCPAC meeting procedure

Each RCPAC meeting begins with a confirmation of the purpose of the meeting and any conflicts of interest declared.

The committee must work in a timely manner to ensure fairness. Each trainee is considered in turn with a scheme director presenting their trainee cases.

RCPAC deliberation is based on the scheme director's presentation of a trainee's educational progress to date and the specific progress concerns highlighted by the scheme CPC. A scheme director may illustrate trainee competency progression trends and educational concerns by showing the RCPAC the trainee's educational portfolio including their EPA (Entrustable Professional Activity) dashboard. Where a CPC has recommended a remediation period for a trainee, the scheme director presents a draft remediation plan.

All RCPAC members may ask questions relating to competency progression and other educational concerns. Patient safety needs must be considered.

Discussion takes place prior to a consensus-based recommendations regarding practical interventions and supports, focusing on specific or broader educational and, where appropriate, other needs.

3.7 Reporting

A summary of the RCPAC advice should be available to the relevant scheme CPC chair and members of the RCPAC using the RCPAC report template.

RCPAC reports should be issued in a timely fashion to ensure appropriate training experiences and interventions are put in place for trainees.

RCPAC reports should form part of the trainee portfolio with trainees having access to their reports.

4.0 Responsibilities

All members of regional competency progression committees will abide by these terms of reference.



5.0 Related and supporting documentation

- Scheme competency progression committee terms of reference
- Competency progression committee process rules of procedure
- Primary reviewer report for CPC template
- CPC meeting report template
- RCPAC meeting report template
- CPC report following RCPAC meeting template
- CPC member confidentiality agreement template

6.0 Contact

Edward Mc Swiney, Regional Programme Director (South)

cbme@icgp.ie