

**State University of New York at Buffalo
Pediatric Emergency Medicine Fellowship**

A Description of Committees & Meetings

{Most recent update: June 2025}

- Clinical Competency Committee (CCC) meetings take place twice a year and are for faculty only (not fellows); this is the forum where the faculty reviews and summarizes all available feedback and evaluations on the fellows and assesses where the fellow is in terms of the “milestones”. This is also the committee that makes recommendations on advancement to the following year of training and any need for remediation. The committee is chaired by the Associate Program Director.
- Scholastic Oversight Committee (SOC) meetings take place twice a year and are for our faculty, Dr. Mark Hicar, Dr Michael Bowler, Dr Sheri Wagner, Dr. Haiping Qiao, Dr. Brian Wrotniak, and fellows. This is the committee that reviews the fellows’ progress on their research and offers guidance, mentoring, and recommendations. Any faculty member who is serving as a mentor for a fellow on their study must also attend but all faculty are also welcome. ACGME states that we must have faculty outside our subspecialty on this committee and Dr. Bowler (Pediatric Critical Care), Dr Sheri Wagner (Pediatric Hospitalist) and Dr. Hicar (Pediatric Infectious Disease) have graciously agreed to serve in this capacity. The committee is chaired by the Research Director (Dr. Brian Wrotniak).
- Semi-Annual Reviews (SAR) take place twice a year and are for the PD, the APD, and the fellows. These are typically 30 minute sessions where each fellow meets with the Program Director and Associate Program Director to review and discuss the summary/recommendations of the CCC.
- Annual Program Review (APR) takes place at the end of each academic year and is for faculty, research staff, and fellows. This is an ACGME mandated process where “all things fellowship” are reviewed. We take a look at the various survey feedback and discuss program improvement plans/goals for the upcoming year. The structure of this review is the Annual Program Evaluation (APE) form which we complete. The APE is then submitted to the UB Graduate Medical Education (GME) office for their further review. The meeting is chaired by the Program Director.
- Program Evaluation Committee (PEC) meetings take place about once a month usually on the day of the first staff meeting of the month. This is the regular ongoing fellowship forum where issues, opportunities, and challenges are raised and discussed. All faculty, research staff, and fellows are welcome to attend. The meeting is chaired by the Program Director.