

Conduct and Competency Committee: Terms of Reference

Purpose

The Conduct and Competency Committee is a statutory committee responsible for hearing complaints made about the conduct, skills, judgment or fitness to the practice of a Registered Acupuncturist in accordance with Part 4 of the *Health Disciplines Act (the "Act")*.

Membership

A minimum of three (3) registered members who are appointed by Council, and a public member appointed under section 17(1)(b) of the *Act*.

Registered Acupuncturists who may be considered to be eligible for appointment should:

- 1 Have practiced as a registered acupuncturist for at least five years,
- 2 Be a member in good standing at the time of the appointment by Council,
- 3 Be respected within the acupuncturist community for having high professional and ethical standards and having no records of unethical behavior or practice misconduct.

Terms of Office

A registered member may serve on the Conduct and Competency Committee for a term of two (2) years or until a successor has been appointed, but in any case, shall not serve more than three (3) consecutive terms.

Duties and Responsibilities

The Chair and members must:

- 1 Work with Registrar to deal with conduct and competency related duties as listed in the *Act*,
- 2 Familiarize themselves with Part 4 of the *Act*,
- 3 Attend and conduct hearing proceedings providing that there is no conflict of interest, in accordance with the *Act*,
- 4 Make findings and orders pertaining to a hearing in accordance with the *Act*,
- 5 Provide a written decision, including reasons, on the matter in accordance with the *Act*,
- 6 Attend and conduct a re-hearing in accordance with the *Act* where indicated, and
- 7 Carry out additional duties as specified by the Health Disciplines Act, the bylaws or Council.

The Chair may also be asked:

- 1 To review preliminary investigation reports in order to decide whether complaints can be dismissed or referred to the Conduct and Competency Committee for further hearing in accordance with the *Act*, and
- 2 To attend appeals of Conduct and Competency Committee decisions to the Health Disciplines Board and attend other proceedings.