

College of Acupuncturists of Alberta

Competence Committee

**Terms of Reference**

**Purpose**

The Competence Committee is responsible for the review and assessment of the competence of regulated members as outlined in the *Health Professions Act* (the Act) and *Acupuncturists Profession Regulation* (the Regulation) and to make recommendations to Council regarding the development and maintenance of a continuing competence program.

**Membership**

- (1) The Competence Committee shall be composed of no fewer than three (3) and no more than six (6) regulated members appointed by College of Acupuncturists of Alberta (the CAA) Council.
- (2) Council shall designate a member of the Competence Committee as Chair.
- (3) The Director of Competency and Education shall be an ex-officio member of the Competence Committee.
- (4) No member of a Competence Committee shall be a member of Council, the Registration Committee, the Complaint Review Committee, or a Hearing Tribunal.

**Term of Office**

- (1) The term of office of a regulated member on the Competence Committee is three (3) years.
- (2) The term of office of a regulated member on the Competence Committee may be extended for up to three (3) additional years.
- (3) A member of the Competence Committee continues to hold office after the expiry of the member's term until the member is reappointed or a successor is appointed.

**Roles and Responsibilities**

- (1) The Competence Committee reviews continuing professional development on the renewal of practice permit applications, to determine if continuing competence requirements are met.
- (2) The Competence Committee may conduct competence assessment, in accordance with Section 25 of the Regulation, for the purpose of evaluating the regulated member's competence.
- (3) The Competence Committee makes recommendations to Council regarding the development, maintenance, and assessment of a continuing competence program.
- (4) Undertake any other power or duty given to it under the Act, the Regulation or the CAA Bylaws.

- (5) In accordance with Section 11 of the Act, the Competence Committee may appoint one or more persons to inquire into and report to the committee with respect to committee related matters.
- (6) The Competence Committee reviews the work of its delegates at least annually or at a frequency determined by Competence Committee.
- (7) Carry out all other duties as specified by the Council.

### **Role of Committee Chair**

The Chair facilitates the work of the committee. The responsibilities of the Chair include:

- (1) Call committee meetings as needed and appropriate in accordance with the meeting policies and procedures;
- (2) Identify the need of the committee and explore training opportunities; and
- (3) Report to Council on behalf of the committee as required.

### **Meetings**

Meetings shall, whenever possible, be held at a place or virtually and on a date set in advance and shall occur at such frequency as necessary for the Competence Committee to conduct its business.

### **Quorum**

- (1) A quorum for the Competence Committee is three members of the Competence Committee.
- (2) A decision of the Competence Committee shall be by a majority vote. If the Competence Committee is sitting with an even number and there is a tie vote, then the Chair shall cast a second and deciding vote.

### **Expenses and remuneration**

Members who participate in committee related matters will be reimbursed and compensated according to the CAA approved policies.