

COLLEGE OF ACUPUNCTURISTS OF ALBERTA

INTER-PROFESSION ADVISORY COMMITTEE

TERMS OF REFERENCE

Purpose

The Inter-profession Advisory Committee (IPAC) is established under the CAA bylaws, section 36.1. The purpose of IPAC is to identify challenges faced by the acupuncturists profession as well as opportunities to move the profession forward in the best interest of the public.

Membership

- The IPAC shall consist of not less than three (3) regulated members appointed by the Council, plus representatives from other regulated health professions appointed by the Council.
- Council shall appoint one of the IPAC members to be the chairperson of the committee.
- The Registrar/Executive Director shall be an ex-officio member of IPAC.
- Regulated acupuncturists who may be considered to be eligible for appointment should:
 1. Be a member in good standing, with no records of unethical behavior or unprofessional conduct;
 2. Have adequate understanding of the realities of the acupuncturists profession and knowledge of governance practices of other health professions;
 3. Be able to collaborate with others and make positive contributions ; and
 4. Be respected within the acupuncturist community for having high professional and ethical standards.

Term of Office

The term of office of a member on the IPAC is three (3) years. The term of office may be extended for up to three (3) additional years.

A member may be removed from the IPAC where a motion to that effect is passed by the Council.

Duties and Responsibilities

The IPAC will be responsible for the following duties and responsibilities:

- Review and share information about the activities of the CAA, identifying challenges and opportunities faced by the acupuncturist profession;
- Share information about the best practices in governance of other established health professions;
- Listen to or review reports from patients or third party agencies on their experience in dealing with their health conditions;
- Identify areas for further improvement of the acupuncturist profession with respect to public protection; and

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- Make recommendations to Council about opportunities for collaboration with other healthcare professions, including clinical research, and addressing the needs of patients, to further public safety.

Role of Committee Chair

The responsibilities of the chair include:

- Call committee meetings as needed and appropriate in accordance with the meeting policies and procedures;
- Preside over committee meetings;
- Facilitate the work of the IPAC; and
- Report to Council on behalf of the committee as required.

Committee Meetings

- The Chair shall call committee meetings as needed, in collaboration with the office.
- A draft agenda should be sent to committee members not less than seven (7) days before the date when the meeting is to be held.
- After the meeting, the Chair, in collaboration with the office, shall evaluate the effectiveness of the meeting and identify actions to be taken.
- The office shall keep a copy of approved meeting minutes as record of committee activities.

Quorum

- A quorum for the IPAC meeting is three (3) of its members.
- A decision of the IPAC shall be by a majority vote. In case of a tie vote, the Chair shall cast a deciding vote.

Expenses and Remuneration

Members who are required to participate in meetings and perform required duties will be reimbursed and compensated according to the CAA approved policies.