

# Competence Committee Terms of Reference

## 1. Purpose

The Competence Committee (CC) 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.

## 2. Membership

- The CC members shall be appointed by the Council on recommendation from the Governance and Nomination Committee and shall be composed of no fewer than three (3) and no more than six (6) regulated members appointed by Council.
- The Committee shall designate a member of the CC as Chair. The committee Chair shall hold office for one (1) year and may serve a maximum of two (2) consecutive terms as Chair.
- The Executive Director/Registrar (ED/Registrar) and the Director of Competency and Education shall be an ex-officio member of the CC.
- No member of the CC shall be a member of Council, the Registration and Examination Committee, the Complaint Review Committee, or a Hearing Tribunal.
- Any member of the CC that becomes the subject of a professional conduct investigation must recuse themselves from participating or attending any committee meetings until the outcome of the investigation or hearing. Should the allegations constitute unprofessional conduct as defined under the HPA, the committee member may be removed from the committee by motion from Council.

## 3. Term of Office

- The term of office of a regulated member on the CC is three (3) years and may be extended for an additional term of three (3) years.
- A member of the CC continues to hold office after the expiry of the member's term until the member is reappointed or a successor is appointed.
- A member may be removed from the CC where a motion to that effect is passed by the Council.

## 4. Roles and Responsibilities

The CC performs the following roles and responsibilities, acting in the best interest of the public:

- Reviews continuing professional development on the renewal of practice permit applications, to determine if continuing competence requirements are met;
- May conduct competence assessments, in accordance with Section 25 of the Regulation, for the purpose of evaluating the regulated member's competence;
- Makes recommendations to the ED/Registrar regarding the development, maintenance, and assessment of a continuing competence program;
- May, at the direction of the ED/Registrar, undertake any other power or duty given to it under the Act, the Regulation, or the College bylaws;
- In accordance with Section 11 of the Act, the CC may appoint one or more persons to inquire into and report to the CC with respect to committee-related matters; and
- Carry out all other duties as specified by the ED/Registrar.

## 5. Role of Committee Chair

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

- Call committee meetings as needed and appropriate in accordance with the meeting policies and procedures;
- Identify the need of the committee and explore training opportunities; and
- Report to the ED/Registrar on behalf of the committee as required.

## 6. 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 CC to conduct its business.
- An agenda should be sent to committee members not less than seven (7) days before the date when the meeting is to be held.
- The College shall keep a copy of approved meeting minutes as record of committee activities.

## 7. Quorum

- A quorum for the CC meeting is simple majority of members of the CC.
- A decision of the CC shall be by a majority vote. In case of a tie vote, the Chair shall cast a deciding vote.

## 8. Expenses and Remuneration

Members who are required to participate in meetings or perform other required duties will be reimbursed and compensated according to the College's approved policies.

## 9. Version History

Date	Notes
October 27, 2022	New document approved
May 24, 2023	Addition to address professional conduct investigations