



Competence Committee (HPA)

Terms of Reference

Mandate

The Competence Committee (the “Committee”) shall carry out the powers and duties of a competence committee in accordance with the *Health Professions Act*, *Bylaws* and *Standard of Practice: Continuing Competence*.

Duties

The Committee:

- a) May make recommendations to Council on continuing competence programs, programs for self-directed professional development, competence assessments and the assessment of those requirements,
- b) May, if authorized by the *Bylaws* or *Standard of Practice: Continuing Competence*, provide for assessments of a regulated member’s competence as part of the continuing competence program and conduct an assessment of a regulated member’s competence, and
- c) May undertake any other power or duty given to it under the *Health Professions Act*, *Bylaws* and *Standard of Practice: Continuing Competence*.

Decisions

Subject to the *Health Professions Act*, *Bylaws* and the *Standard of Practice: Continuing Competence*, the Committee may determine its own rules of procedure. The members of the Committee will strive for agreement on all matters before it. A decision of the Committee shall be by vote of a majority of the members present at a meeting.

Composition

The Committee will be composed of no fewer than three (3) regulated members appointed by Council. The Committee’s terms of membership and duties are determined by Council in accordance with the *Health Professions Act*, *Bylaws* and *Standard of Practice: Continuing Competence Program*.



Council must designate a member of the Committee to act as chair. Three members of the Committee attending a meeting are required for quorum.

The Committee may appoint one or more persons who have technical expertise or other relevant knowledge to inquire into and report to the Committee with respect to any matter related to any power or duty of the Committee.

Service Term

The Committee member once appointed will serve for a five-year term unless the member resigns in writing or is removed by Council with written notice prior to completing the term. A member of the Committee continues to hold office after the expiry of the member's term until the member is reappointed, removed by Council or a successor is appointed by Council.

The Committee will meet at least annually, otherwise, as needed.

The CDSA Administration will provide administrative and technical assistance in organizing meetings, including electronic meetings.

Costs

The CDSA will pay the cost of travel and accommodation if required according to our approved policy. The CDSA will be responsible for the other related costs such as meeting room rental, meals during the meeting and audio-visual equipment rental when required.

Reporting

The Chair of the Committee will provide annual reports to the Chief Executive Officer of all activities of the Committee.



Staff Support

Staff support for the Committee will be assigned by the Chief Executive Officer of the CDSA. Staff support will include assistance in processing and distributing materials.

Committee Members

- Dr. Michelle Denny, Chair