College of Dental Surgeons of Alberta

Competence Committee
Terms of Reference

Council Approval Date: November 6, 2026	**Scheduled Review:** Annual
Revised Date (s): March 30, 2026	**Reviewed by:** Governance and Council

Mandate

The Competence Committee is established under the Health Professions Act (HPA), the Bylaws, and the Standard of Practice: Continuing Competence. The Committee carries out the powers and duties of a competence committee, including oversight and recommendations related to continuing competence requirements for regulated members.

Authority

The Committee operates under authority delegated from Council and section 51 of the HPA. It may:

- Recommend program and process requirements for continuing competence, self-directed professional development, and assessment methods, including competence assessments and practice visits under the HPA.
- Provide for and conduct assessments of a regulated member's competence, including practice visits, as authorized under section 51(2) of the HPA.
- Direct a regulated member to undertake education, training, or other remedial action as authorized under section 51(3) of the HPA.
- Undertake any other powers or duties assigned under the HPA, Bylaws, or Standards of Practice.

Decisions

The Committee has independent authority for competence assessments and remedial directions as authorized under section 51 of the HPA.

The Committee does not have authority to make findings of unprofessional conduct or impose disciplinary sanctions; such matters must be referred to the Complaints Director in accordance with section 51(4) of the HPA.

The Committee aims to reach consensus in its deliberations. If consensus cannot be achieved, a vote is taken among members present at the meeting. The outcome is

determined by majority vote, and decisions are documented in the meeting records. The Chair votes only in the event of a tie. The Committee may establish procedural rules, which must align with the HPA, Bylaws, and the Standard of Practice: Continuing Competence.

Expectations and Commitment of Committee Members

- Attend all meetings fully prepared, having reviewed materials in advance to contribute meaningfully to discussions and decisions.
- Adhere to the Code of Conduct and uphold ethical standards.
- Disclose any real or perceived conflicts and recuse themselves from related discussions or decisions.
- Respect the confidentiality of all information received in the course of their duties.
- Engage in committee evaluations, including self and peer assessments.

Code of Conduct and Conflict of Interest Policies

Committee members are expected to conduct themselves in a manner that upholds the integrity, professionalism, and public-protection mandate of the College.

Committee members must comply with the Council, Officers & Committees Code of Conduct Policy and the Conflict-of-Interest Policy, as amended from time to time.

In carrying out their responsibilities, committee members are expected to:

- Act honestly, ethically, and in the best interests of the College and the public.
- Perform their duties with fairness, objectivity, and respect.
- Maintain the confidentiality of all information obtained through committee work.
- Use the College resources and information responsibly and solely for authorized purposes.
- Identify, disclose, and appropriately manage any actual, potential, or perceived conflicts of interest.
- Recuse themselves from discussions or decisions where a conflict of interest exists or may reasonably be perceived to exist.

Compliance with the Code of Conduct Policy (CP-01) and Conflict of Interest Policy (CP-02) is a condition of committee service and supports effective, ethical committee work, in

accordance with the College policies and applicable legislation.

Responsibilities:

Program Oversight and Development

- Make recommendations to the Council:
    - Continuing competence program components.
    - Requirements for self-directed professional development.
    - Assess whether regulated members meet competence requirements using defined processes.
- Monitor and review continuing competence processes to support regulatory compliance and public protection.

Competence Assessments

- Conduct or provide competence assessments for regulated members as authorized by the Bylaws or Standards of Practice.
- Engage technical experts to assist with assessments or inform the Committee as needed.
- Ensure assessment processes align with legislation, are fair, objective, and support public protection.

Governance and Review

- Periodically review the Committee's Terms of Reference and recommend revisions to Council.
- Review emerging best practices to support the continuing competence program.

Composition

Committee members are appointed by Council. The Committee is composed of:

- A minimum of three regulated members of the CDSA.
- The Chair is designated by Council from among the Committee members.
- Technical experts with relevant expertise may be consulted to provide reports to the Committee (non-voting).

Quorum: Three voting members.

College of Dental Surgeons of Alberta

The Competence Committee is established in accordance with section 51(1) of the Health Professions Act as a statutory committee of the College.

The Council determines membership terms and duties in accordance with the HPA, Bylaws, and Standards of Practice.

Service Term

Committee members serve a five-year term unless they resign in writing or are removed with written notice by the Council before completing the term. Members continue to serve until reappointed, removed, or replaced. Members may be reappointed to serve additional terms.

Meetings

The Committee meets at least annually or more often as needed. Additional meetings are scheduled as needed to fulfil their responsibilities. Meetings may be held in-person or virtually. The Chair is responsible for scheduling and conducting meetings. Quorum is majority of committee members present.

Costs and Per Diems

Committee members receive per diems in accordance with the CDSA Per Diem Policy.

In addition to per diems, travel, accommodation, and other meeting-related costs are reimbursed according to approved College policies.

Reporting

To ensure transparency and accountability, the Chair prepares an annual report for the CEO/ Registrar summarizing the Committee's activities. If additional updates are required, these are provided to Council through the Chair.

Staff Support

Staff support is assigned by the CEO/ Registrar and includes logistical assistance, preparation and distribution of materials and meeting minutes, and technical support for all meetings.