



## **Facial Esthetics Therapies and Adjunctive Procedures Committee**

### **Terms of Reference**

#### **Mandate**

The Facial Esthetics Therapies and Adjunctive Procedures (the “FETAP”) shall review the credentials, educational programs and training materials submitted by any dentists wishing to provide the care described in the *CDSA Standard of Practice: Use of Facial Esthetic Therapies and Adjunctive Procedures*.

#### **Initial Project**

The Committee was required to develop a draft Guide for the CDSA that addresses the use of facial esthetic therapies and adjunctive procedures. In the development of the guide, the Committee could utilize whatever documents they wish to review which would include other provincial standards and other professional standards. The draft Guide will be used by Council for the purpose of constructing new standards of practice as required by the *Health Professions Act* as identified above.

#### **Policy**

The Committee shall have two approaches:

1. The assessment of a regulated member’s credentials under the Standard of Practice.
2. The assessment of an education program under the Standard of Practice.

#### **Duties**

1. Assessment and approval of a regulated member’s credentials under the Standard of Practice.
2. Assessment and approval of an education program under the Standard of Practice.
3. Review and update the Guide for Facial Esthetic Therapies and Adjunctive Procedures as required.

#### **Decisions**

The members of the Committee will strive for agreement on all matters before it. The Committee will approach issues in a constructive and collaborative manner and will work to ensure ongoing interaction and cooperation.

#### **Composition**

The Committee will be composed of six (6) regulated members and shall consist of dentists with interest in facial esthetic therapies and adjunctive procedures and an Oral and Maxillofacial Surgeon. The Committee terms of membership and duties are determined by Executive Committee in compliance with the *Health Professions Act*. The Chair of the Committee will be chosen by the President. Three members of the committee attending a meeting is required for quorum.

**Service Term**

The Committee member once appointed will serve for a five year term unless the member resigns in writing 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 or a successor is appointed.

**Meetings**

The Committee will meet at as required. Ideally, meetings will be in-person meetings, although teleconference and video-conference meetings may be held if more convenient. Minutes of the meeting must be prepared for each meeting and the preparation of meeting minutes will be the responsibility of the Chair. The Chair must distribute the minutes to the members of the Committee which will then require approval at a future meeting. The Chair will also distribute the minutes to the Chief Executive Officer. 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. Per diems will be paid to Committee members according to the CDSA Per Diem Policy.

**Reporting**

The Chair of the Committee reports directly to the CDSA Council. The Chair will provide reports of all of their activities to the Chief Executive Officer annually.

**Staff Support**

Staff support for the Committee will be assigned by the Chief Executive Officer of the CDSA. Staff support will include assistance in formatting the document to the CDSA standard.

**Committee Members**

- Dr. Jonathan Skuba, Chair