

Terms of Reference Competence Committee Approved: March 2024

Purpose

The Competence Committee oversees general assessment, requirements for continuing professional development and the monitoring and assessment of the competence of regulated members.

Membership

The Registrar appoints the members of the Competence Committee for a three-year term which is renewable once. The Registrar designates the Chair annually and the Chair may be renewed annually for no more than six years.

Voting members, to a maximum of 9 individuals, are:

- two (2) members-at-large to represent the public
- two (2) medical educators
- one (1) medical leader from the community at large
- Up to four (4) regulated members and/or others appointed by Council.
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Non-voting member: Registrar, as an ex-officio member.

Authority and Accountability

- The Competence Committee is created by provincial statute and may undertake any other power or duty given to it under the *Health Professions Act*.
 - The *CPSA Governance Structure and Committees Policy* categorizes this Committee as: Statutory.
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Roles and Responsibilities

1. The Competence Committee is responsible for general assessment, continuing professional development and competence assessment of regulated members as outlined in the *Health Profession Act* and the CPSA Standard of Practice – Continuing Competence.
2. The Competence Committee may appoint one or more advisory committees that have technical expertise or other relevant knowledge to assist the Committee, subject to any limitations in the *Health Professions Act*, including but not limited to persons with expertise in:
 - General and Competence Assessment
 - Physician Health
 - Infection Prevention and Control
 - Physician Prescribing
3. The Competence Committee may delegate powers and duties to one or more persons or advisory committees for the purpose of fulfilling its responsibilities.
4. The Competence Committee advises the Registrar on the rules as dictated in the Program Manual attached to the CPSA Standard of Practice – Continuing Competence, under which competence assessments are to be conducted.
5. The Competence Committee reviews the work of its advisory committees and delegates at least annually or at a frequency determined by Competence Committee. Competence Committee makes recommendations to the Registrar regarding the general assessment, the continuing professional development and the competence assessment programs of the College.

Meetings

Frequency

- The Competence Committee meets at least once a year and normally four (4) times per year in advance of Council meetings.
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Procedures

- The Competence Committee may determine procedures to be used at any meeting.
- The Competence Committee may meet in person, by teleconference or by any other communications technology that permits all persons participating in the meeting to communicate with each other.

Decision Making

- Quorum shall be fifty (50) percent of the members of the Competence Committee.
- A decision of the Competence Committee may be made by consensus or motion.
- A majority vote of Competence Committee members present at a meeting decides a vote.

Records of the Committee

- Minutes shall be recorded for all meetings and will be approved by the Committee at its next meeting. Minutes will be made available to all Committee members through an online records-sharing portal.
- The Competence Committee reports to Council on its activities annually and otherwise as directed by Council.
- Items requiring approval by Council will be brought forward by the Registrar as a Committee recommendation at the next Council meeting.

Confidentiality

- All written materials and discussions related to decisions made at the meetings of the Committee are confidential except any information deemed necessary to communicate with stakeholders.
- All Committee members are required to sign a confidentiality and non-disclosure agreement on an annual basis.

Subcommittees

- Subject to sections 19 and 20 of the *Health Professions Act*, the Committee may, at its discretion, appoint a sub-committee to assist in the fulfillment of the Committee's roles and responsibilities.
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- A sub-committee will have specific, defined tasks and deliverables as defined by the Governance Committee.

Committee Resources

- Council approves the budget for the Competence Committee.
- Competence Committee members are paid an honorarium and are reimbursed for their expenses as per CPSA's Honoraria and Expense Policy.
- The Assistant Registrar for Continuing Competence and the Chief Innovation Officer (Prescribing, Data and Analytics) attend Competence Committee meetings, and may bring other support staff to meetings.

Next Review Date – Fall 2024