

## **Terms of Reference Competence Committee Approved: December 2022**

### **Purpose**

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

### **Membership**

Council appoints the members of the Governance Committee for a three year term which is renewable once. The Chair is appointed annually, and may be renewed annually for no more than six years.

Voting members, to a maximum of 10 individuals, are:

- two (2) members of Council, at least one of whom is a public member, and the other is a physician member
- two (2) medical educators
- one (1) medical leader from the community at large
- Council Chair, ex-officio
- Up to four (4) registered members and/or others appointed by Council.

### **Authority and Accountability**

- The Competence Committee is a standing committee of Council mandated under the Health Profession Act.
- The Competence Committee does not have authority to direct the Registrar, but may delegate some of its power or duties to the Registrar. (see Bylaws section 16 (9) and 16 (10)).
- The Competence Committee makes recommendations to Council on continuing competence requirements and the assessment of those requirements.
- The Committee may undertake any other power or duty given to it under the Health Professions Act.

## **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 regulations.
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 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 Council on the Rules 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 Council in regard to the general assessment program, the continuing professional development program 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.

### **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 Council members through an online records-sharing portal.
- The Competence Committee reports to Council on its activities annually and otherwise as directed by Council.
- Any items requiring approval by Council will be brought forward at the next Council meeting as a recommendation from the Committee.

## 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.  
The confidentiality and non-disclosure agreement signed annually by all Council members extends to their work and actions on Council committees and all sub-committees and working groups of this committee.

## 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.
- 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 Registrar or their delegate(s), the Assistant Registrar for Continuing Competence, the Chief Innovations officer (Prescribing, Data and Analytics) and the Assistant Registrar for Physician Health and Practice Condition Monitoring, attends all Competence Committee meetings.

## Next Review Date – Fall/Winter 2023