

1. Committee Description & Purpose

- (1) The Competence Committee is a standing committee of Council authorized under the *Health Profession Act* to provide for the review and assessment of the competence of regulated members and to make recommendations to Council on continuing competence requirements for regulated members.

2. Membership

- (1) Council appoints a chair for the Competence Committee.
- (2) Council appoints the members of the Competence Committee.
- (3) The Competence Committee consists of up to ten members, including two (2) councillors, at least one of whom is a public member; two (2) medical educators; (1) medical leader from the community at large; the Council President as a voting ex-officio member; and, may include up to four (4) registered members and/or persons as identified in 2(2).

3. Authority and Accountability

- (1) The Competence Committee may use any or all of the powers and processes permitted in Part 3 of the *Health Profession Act* and the regulations.

4. 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.

5. Meetings

Frequency:

- (1) A Competence Committee meeting is held at least annually and normally four (4) times per year in advance of Council meetings.

Procedures:

- (1) The Competence Committee may determine procedures to be used at any meeting.
- (2) 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:

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

Records of the Committee:

- (1) A record of a Competence Committee meeting will be maintained in the form of minutes.
- (2) The Competence Committee reports to Council on its activities annually and otherwise as directed by Council.

Confidentiality:

- (1) 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.
- (2) All Committee members are required to sign confidentiality agreements on an annual basis.

6. Committee Resources

- (1) Council approves the budget for the Competence Committee.
- (2) Competence Committee members other than employees of the College are paid expenses and honoraria.
- (3) The Registrar or his/her delegate attends all Competence Committee meetings.
- (4) The Competence Committee does not have authority to direct the Registrar or other staff unless expressly authorized to do so by Council.

7. Review Date

- (1) 2022