



Competence Committee *Terms of Reference*

Purpose

- 1) To carry out activities related to Section 10 (Competence Committee) and Part 3 (Continuing Competence and Practice Visits) of the *Health Professions Act* (HPA).

Membership

- 1) Members shall be appointed by the Council.
- 2) All members of the Competence Committee shall be regulated professional members of ACSLPA who are in good standing.
- 3) The committee shall be composed of at least five members, at least three of which are engaged in clinical practice, with at least two being speech-language pathologists and one audiologist.
- 4) The Director of Professional Practice or another staff person designated by the Registrar shall act as the liaison to the Competence Committee.
- 5) Despite section 3, if a member described in section 3 is not available or capable of carrying out the powers and duties of a member, the Competence Committee may continue to carry out its powers and duties until a successor is appointed or until the member returns to active duty.

Terms of Office

- 1) Members shall be appointed to a term of three years, at the discretion of the Council, with a two term (six year) maximum. Consideration will be given to term extensions to ensure continuity of expertise on the committee.
- 2) A member of the Competence Committee continues to hold office after the expiry of the term until the member is reappointed or a successor is appointed.

Duties and Responsibilities

- 1) Undertake any and all activities necessary to fulfill its purpose, including:
 - a) holding meetings,
 - b) reviewing and making recommendations for ongoing improvements to the Continuing Competence Program (CCP) at least every 5 years, or as required,
 - c) making recommendations for the annual CCP Review (audit) process, ensuring that it is reasonable, fair, consistent, standardized and replicable,
 - d) participating in the annual CCP Review (audit) in accordance with established guidelines, and
 - e) participating in the development of materials and resources to support members in their competence.
- 2) Conduct themselves in accordance with the ACSLPA Code of Conduct for Council and Committee Members.
- 3) Undertake any other power or duty as assigned by Council.

Meetings

- 1) The Competence Committee shall meet at least two times each year.
 - a) At least one meeting will be held to discuss matters of policy and process and
 - b) at least one meeting will be held to complete the CCP Review (audit) and develop a report to Council regarding the same.
- 2) A quorum of the committee shall be any three members of the committee.

Reporting

- 1) The Chair of the Competence Committee shall provide a report at least once each year that will be provided to the Council. The report will:
 - a) describe the effectiveness of the Competence Committee in discharging its duties;
 - b) highlight any barriers to the success of the Competence Committee in achieving its purpose;
 - c) provide results of the annual CCP Review (audit); and
 - d) provide recommendations, if any, for the continuous improvement of the CCP program and processes.

Minutes

Minutes will be circulated to the committee for review and will be stored on the ACSLPA shared drive.

To Be Reviewed

Annually.

Approved by Council

November 24, 2018