



## Competence Committee

### *Terms of Reference*

### September 2024

#### 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)*.
- 2) To provide recommendations to the Council on continuing competence requirements, the continuing competence program, and the assessment of competence requirements. (Section 37a, ACSLPA Bylaws)
- 3) To undertake all duties required of the committee in accordance with these terms of reference and the Continuing Competence Programs established in the Standards of Practice and Continuing Competence Program Manual. (Section 37b, ACSLPA Bylaws)
- 4) If satisfied that a regulated member does not comply with conditions imposed by the committee under section 40(2) of the *HPA* within the time frame specified, to direct the Registrar to cancel the member's registration and practice permit. (Section 37c, ACSLPA Bylaws)
- 5) To establish or adopt any policies and processes necessary to fulfill its mandate. (Section 37d, ACSLPA Bylaws)
- 6) To provide advice to the Registrar upon request on the competence of a regulated member and on matters of policy and process related to continuing competence. (Section 37e, ACSLPA Bylaws)

#### Membership

- 1) The Registrar shall appoint members of the Competence Committee in accordance with ACSLPA Bylaws.
- 2) All members of the Competence Committee shall be regulated members of ACSLPA and meet the eligibility requirements to be regulated members of Council, as outlined in sections 5 and 29(1) of ACSLPA Bylaws.
- 3) The committee shall be composed of at least five members, respecting the following minimums:
  - a) At least three committee members are engaged in clinical practice;
  - b) At least two committee members are speech-language pathologists; and
  - c) At least one committee member is an audiologist.
- 4) 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.
- 5) The Registrar shall designate a member of the Competence Committee to act as Chair for the purposes of the *HPA*. The Registrar shall report the Chair appointment to Council. (Section 35(3), ACSLPA Bylaws).
- 6) Annually the Registrar will designate an ACSLPA staff member to serve as a resource for the committee to provide whatever support is required by the committee, and an ACSLPA staff member to act as the secretary of the committee.

## Terms of Office

- 1) Members shall be appointed to a term of three years, at the discretion of the Registrar, 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 activities necessary to fulfill its purpose.
- 2) Conduct themselves in accordance with the ACSLPA Code of Conduct.
- 3) Undertake any other power or duty as assigned by the Registrar or 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 for the Council regarding the same.
- 2) Quorum for meetings shall be one-half of the current members of the Competence Committee. Where one-half is not a whole number, quorum shall be taken as the whole number which is closest to and greater than one-half. (Section 39(2), ACSLPA Bylaws)

## Reporting

- 1) The Chair of the Competence Committee shall provide a report at least once each year 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

Approved by Council on September 7, 2024