

Mandate and Purpose

The Membership List is maintained and utilized within the College's regulatory mandate to carry out activities pertaining to unprofessional conduct of regulated members as defined in Section 15 and 16 of the *Health Professions Act* (HPA).

The Membership List acts as a resource used by the College's Hearings Director to establish Hearing Tribunals (HTs) and Complaint Review Committees (CRCs). Hearing Tribunals and CRCs are comprised of at least two panel members and must consist of at the number of public members as set out in section 12(1) of the HPA.

Terms of Office

- Council will appoint a minimum of eight (8) regulated members to its Membership List for a term of six (6) years.
- Regulated members on the Membership List will continue to hold office after the expiry of their term until a successor is appointed by Council.
- Regulated members can reapply for appointment at the end of their term.
- Council will make reasonable effort to appoint regulated members from each regulated member category (i.e., ACP, PCP, EMR) to the Membership List.
- The inability to appoint or the absence of a regulated member from any category does not prevent the Membership List from carrying out its mandate.
- The Membership List shall be reviewed upon any resignations or vacancies which may impede the ability to hold HTs or CRCs expeditiously.

Eligibility & Ineligibility

To be eligible for appointment to the Membership List, regulated members must meet the requirements set out in section 2.3 of the College Bylaws.

Responsibilities and Expectations

Regulated members appointed to the Membership List:

1. Shall conduct themselves at all times in a professional and forthright manner, consistent with the Code of Ethics and Standards of Practice.
2. Shall render decisions consistent with the *Health Professions Act*, Paramedics Profession Regulation, Bylaws, and the College's regulatory and operational policies and procedures.
3. Will make decisions "in the public's interest".
4. Do not represent the College or speak on its behalf.
5. Will exercise due diligence by being well prepared for hearings or meetings by reviewing materials in advance.
6. Shall participate in orientation and developmental sessions.
7. Shall participate and successfully complete all mandated training on protecting patients from sexual abuse and misconduct prior to serving on a Hearing concerning matters of sexual abuse or misconduct with a patient.

8. Will demonstrate respect for others and decorum in meetings; breaches of decorum such as being continuously late, unprofessional attire, undue disruptions or lack of respect, negligence or lack of attention shall be addressed.
9. Shall not participate in professional conduct matters if it is alleged the regulated member is involved in a criminal offense or unprofessional conduct under the HPA, until criminal or Part 4 matters have fully concluded.
10. Council reserves the right to remove a regulated member from the Membership List at any time during their term for failure to meet these responsibilities and expectations.

Reimbursement

Regulated members appointed to the Membership List shall be reimbursed pursuant to the College's Membership List Guidelines for Submitting Invoices.

Confidentiality

1. Regulated members appointed to the Membership List shall adhere to the approved Oath of Confidentiality, Conflict of Interest policies and all College policies.
2. Regulated members appointed to the Membership List shall keep information received as confidential and must not use, distribute or collect this information for any other intended purpose.
3. Information given to regulated members appointed to the Membership List shall be disclosed only in accordance with the HPA, College Bylaws or any other applicable legislation.
4. Information received by Membership List members will be protected and disposed of according to industry standard data protection and destruction practices (e.g., members will access and maintain said information on devices that are password protected and only on secure wi-fi networks; will not leave such devices unlocked and/or unattended in their workplaces, homes, vehicles, etc.; and once a Decision is communicated, will securely delete or shred any information accessed).
5. Breach of confidentiality may result in a Council motion for removal from the Membership List and a report will be submitted to the Office of the Information and Privacy Commissioner of Alberta.

Administrative Support

The Hearings Directors shall ensure that appropriate resources are available to the Membership List, HTs, and CRCs.

Legislative References

Health Professions Act: Sections 15 and 16

Bylaws: Part 2.3, 4.4 and 4.5

The College is committed to providing equal opportunity to all qualified persons per the [equity, diversity and inclusion statement](#).