

Mandate and Purpose

The Competence Committee is appointed under Section 10 of the *Health Professions Act* (Act) and carries out its legislatively prescribed duties and decision-making authority in relation to the development, implementation and maintenance of the continuing competence (CC) program.

Duties

The Competence Committee makes recommendations and decisions that are consistent with the Act, regulation, Code of Ethics, Standards of Practice, Bylaws and College policies. It exercises its role in the interest of the public, profession and on behalf of the College as a regulatory authority.

The Competence Committee may establish procedures, definitions, templates, other documents and processes to streamline its activities and heighten reasonableness, consistency, fairness, defensibility and timeliness. The Competence Committee may also form working groups that will report to the Competence Committee on their activities.

Eligibility

Members of the Competence Committee must:

- Be a regulated member on the general or provisional register.
- Be in good standing with the College and with any other Alberta regulatory college(s) or affiliated regulated health profession(s).
- Be a resident of Alberta.
- Demonstrate the ability to think critically and provide sound judgement.
- Demonstrate effective oral and written communication and interpersonal skills.
- Have the ability to work with technology (computers/tablets/email/video conferencing) efficiently.

Terms of Office

1. Competence Committee members will be appointed by Council to the Competence Committee for a three-year term with terms staggered to maximize continuity.
2. Committee members may apply in writing to Council, in care of the Registrar for reappointment of an additional three-year term, to a maximum of six consecutive years.
3. The Committee Chair shall serve a two-year term, from the date of appointment, and at Council's discretion may be reappointed for an additional one-year or two-year term to a maximum of eight years.
4. The Committee Vice-Chair shall serve a two-year term, from the date of appointment, and at Committee's discretion may be reappointed for an additional one-year or two-year term.
5. Committee members who serve for six consecutive years must wait one year before being reappointed.
6. Competence Committee members will continue to hold office after the expiry of the member's term until reappointed or a successor is appointed.

Process

1. Potential members can apply to serve on the committee by completing an application and submitting their resume.
2. Council appoints the Competence Committee. Once appointed, the Competence Committee carries out its prescribed duties and functions.
3. While Council makes reasonable efforts to appoint voting members from each regulated paramedic designation, the inability to appoint or the absence of a regulated member from any designation does not prevent the Committee from carrying out its mandate.
4. Council has no direct involvement in the Competence Committee's discharge of its decision-making authority; however, Council is the appeal body related to Competence Committee decisions and holds ultimate decision-making authority.
5. The Competence Committee's activities are coordinated by the Registrar and administration. The Committee provides recommendations through *directions to the Registrar* on member's continuing competence.

Committee Structure

1. The Committee Chair is a regulated member appointed by Council.
2. The Committee Vice-Chair is a regulated member designated by the Competence Committee. Having the Vice-Chair identified as a possible successor to the Chair is desirable but the appointment of the Chair is at Council's discretion.
3. The Competence Committee shall be comprised of no fewer than three voting regulated members and no more than nine voting regulated members, including the Chair.
4. The Competence Committee may engage and delegate its powers and duties, to the Registration Committee to assist in conducting CC record audits as required.
5. Additional persons bringing particular expertise may be engaged as required. Such persons will be considered non-voting and may participate in discussions at the discretion of the Committee Chair.
6. In the event a Competence Committee member is not capable of personally carrying out the powers and duties of Committee membership, the Competence Committee can continue to carry out its mandate.

Decision Making

Decisions are made through a consensus development process leading to a formal vote and recording of the decision thereby providing direction to the Registrar.

- Dissenting members may request that objections be recorded in the minutes.
- Decisions are determined by a vote of the majority of committee members present.
- In the case of conducting CC record audits, each submission will be evaluated by three reviewers. Decisions will be determined final if consensus is reached between the three reviewers. If consensus is not reached between the three reviewers, decisions will be determined by a vote of the majority of committee members present.
- The Chair does not vote unless required in the event of a tie vote.

- If a matter arises that requires the attention of the Committee before it can be addressed during a regular scheduled meeting, voting by electronic methods may take place.

Meeting Frequency and Form

Competence Committee meetings are held in-person, teleconference, and videoconference approximately six times throughout the year. Meeting dates may be added or changed as necessary. A quorum of the Competence Committee is three voting members. Decisions are made in accordance to the Act, Regulation, Bylaws and College policies.

Responsibilities

1. Committee members perform the required due diligence by ensuring they are well prepared for meetings by reviewing agendas and meeting materials before meetings.
2. Committee members review draft minutes of every Competence Committee meeting.
3. Committee members attend and participate in scheduled meetings.
4. A Committee member may be requested to chair a meeting if the Chair and Vice-Chair are not available.
5. The Competence Committee's decisions must be consistent with the Act, regulation, Bylaws, and the College's regulatory, governance, and operational policies and procedures.
6. Committee members act honestly, competently, reasonably, in good faith, and with prudence and diligence.
7. Committee members subordinate their personal/professional interests for the profession, the Competence Committee, and the College's accountability to the public interest and safety.
8. Committee members shall conduct themselves in a forthright manner, consistent with the College Oath of Office and confidentiality agreement, Competence Committee Charter, and all College policies.

Administrative Support

College administration ensures the appropriate information, documentation and technological resources are available to the Committee.

Legislative Considerations

Section 20 of the *Health Professions Act* grants the Competence Committee the power to delegate its powers and duties to the Registration Committee for the purposes of conducting CC record audits.

Legislative References

Health Professions Act: Section 10, Part 3

Paramedics Profession Regulation: Sections 19-24

Bylaws: Part 4.2

Other: Competence Committee Charter