



Alberta College of Paramedics

Continuing Competence Committee

Terms of Reference

Mandate and Purposes

The Continuing Competence Committee is authorized by Section 10 of the *Health Professions Act* (HPA). It is a Standing Committee established under College Bylaws.

As a regulatory Committee, the Continuing Competence Committee reports to Council, yet its activities are coordinated by the Registrar or the Registrar's designate. The Committee examines and researches issues, drafts policy and develops procedures that speak to the "work" of the ACP.

The Committee assists the Registrar and Council by researching and considering matters referred to it. The Committee identifies the key issues that require Council consideration or attention, proposes possible actions, presents the implications of these actions, and makes recommendation through the Registrar to Council.

Council makes the ultimate decision. Council must be satisfied that all pertinent information was considered by Committee. If Council is not satisfied, it must refer the issue back to Committee for further study.

The Continuing Competence Committee has the following purposes:

1. Carrying out activities related to Section 10 (Competence Committee), and Part 3, Sections 50 (1) and (2) (a) (Continuing Competence) of the HPA, as well as Section 17 of the Paramedic Regulation;
2. Providing support to the College and the Registrar, by advising and making policy recommendations to Council regarding the development and ongoing implementation of the Continuing Competence Program;
3. Making policy recommendations regarding the manner in which regulated members' compliance with the Continuing Competence Program will be conducted.

Committee Membership

The Continuing Competence Committee will consist of:

1. Chair, as designated by Council;
2. At least three (3) members appointed by Council the majority of which must be regulated practitioners, as per Section 10 (2) of the HPA. These regulated practitioners shall ideally be composed of one Emergency Medical Responder (EMR), one Emergency Medical Technician (EMT), and one Emergency Medical Technologist – Paramedic (EMT-P);

3. Additional persons with particular expertise may be added to the Committee for specific initiatives, or as otherwise required by the Committee to fulfill its mandate;
4. Following consultation with the Registrar, the Chair may appoint a person or persons with technical expertise or other relevant knowledge to inquire into and report to the Committee with respect to any matter related to any power or duty conferred by the HPA, Paramedic Regulation and Bylaws;
5. A quorum of the Committee is 50% plus one. In the event a member is not capable of personally carrying out the powers and duties of committee membership, the Committee can continue to deal with its core business.

Terms of Office

1. Members will be appointed to the Committee for a three (3) year term, with staggered terms to enhance continuity. Committee members may apply in writing to the Registrar and/or delegate to request re-appointment for, at most, one more term of three years.
2. A member of the Committee continues to hold office after their term, until the member is re-appointed or a successor is appointed, as per Section 10(4) of the HPA.
3. Temporary appointments to fill vacancies in committee membership, may be made by the Chair, until a formal request for Committee membership and selection process is embarked upon for appointments.
4. The Committee shall elect a Vice-Chairperson annually. The Committee Vice-Chairperson shall serve a one (1) year term.

Duties and Responsibilities

Contributions of the Committee are integral to ACP's policy development and strategic direction. The Committee is accountable to Council but does not represent the ACP or speak on its behalf, unless specifically requested by Council.

1. As per Section 10 (6) of the HPA and the Bylaws, the Committee will provide advice based on research and professional best practice, make recommendations and draft policies for Council approval on the Alberta Occupational Competency Profile, continuing competence requirements, and the assessment of those requirements.
2. The Committee will oversee the development, implementation and ongoing evaluation of the Alberta Occupational Competency Profile, the Continuing Competence Program, and special projects arising from requests by Council, other committees, and the Registrar.
3. These recommendations will include the drafting of policy respecting the manner and type of evidence to be provided by practitioners to the College regarding their participation in the College's Continuing Competence Program as per Section 50(1) and (2)(a) of the HPA.

4. As a Standing Committee of Council, the Continuing Competence Committee shall develop a committee specific operational plan, consistent with the College's Operational Plan. This operational plan, including financial considerations, shall be reviewed and approved by the Registrar annually and provided to Council for information.
5. The Continuing Competence Committee shall submit a report on its progress toward fulfillment of its operational plan to Council, and shall report on its activities in the Annual Report.

Committee Members

1. Committee members shall conduct themselves at all times in a professional and forthright manner, consistent with the Code of Ethics and Standards of Practice.
2. While enacting the College's legislative mandate, members will conduct themselves in accordance with the College's behavioral expectations, reflecting the College's mission, vision, and values.
3. Committee members shall adhere to the approved oath of confidentiality, conflict of interest policies, and any other Council policies.
4. The confidentiality of applicable information will be maintained at all times. Breach of confidentiality may be considered a violation of the College Oath of Office and Confidentiality Agreement, Council Code of Conduct, and/or the College's behavioral expectations. Substantiated allegations of breach of confidentiality may result in a Council motion for removal from the Council as well as other disciplinary action.
5. The Committee's advice, policy recommendations and decisions will at all times be in accordance with provisions in all applicable sections of the Health Professions Act, Paramedic Profession Regulation, Bylaws, and governance and operating policies and procedures.

Legislative Reference:

HPA: Section 40(2) (c), Section 43 (4), Section 51.1(1)

Regulation: 17(1), (2), (4), (5)

Bylaw: