



Committee Terms of Reference

Committee Name: Education Committee

Date: June 25, 2012

Purpose:

The Education committee will ensure the security and privacy of the Registry and make certain that all individuals applying for registration and renewal comply with all of the criteria as directed by the College's *Bylaws* and policies. This includes ensuring the establishment, regular review and maintenance of core competencies essential for all levels of practice

Membership:

Ten committee members are appointed by Council including one council member who acts as chair, one public appointee and eight members of the college. The Investigations and Research Coordinator is a non-voting member of the committee. Committee members are appointed for a two year term, renewable once, with the terms of office staggered to ensure continuity.

Responsibilities:

1. Ensure the Registrar administers licensure requirements as per SCoP *Bylaws*.
2. Provide recommendations to the legislation and bylaws committee regarding membership and licensure.
3. Review and rule on applications where the applicant has a criminal record.
4. Oversee the development, review and administration of the Saskatchewan Licensing Examination, or any other Saskatchewan registration examination.
5. Recommend the annual continuing medical education (CME) standards and alternative continuing medical education requirements for all members.
6. Facilitate the establishment and quality assurance of CME programs.
7. Review and make recommendations for change to the qualifications for licensure for all members.
8. Liaison with training institutions respecting the training of potential members and practicing members.

Resources:

Expenses of committee members to participate in committee meetings and activities will be reimbursed according to college policy. The Committee may invite people with expertise as needed. However, there are no funds available for honoraria or expenses for those invited. From time to time Council may establish funds to support committee activities.

Accountability:

The Committee may meet as needed at the discretion of the chair or Council and will report in a timely fashion to the Council. The Committee shall abide by College policies and work within the budget provided by Council. Committee members are expected to attend committee meetings and participate in committee activities on a reliable basis. The *Administrative Bylaws* provide a means for removal and replacement of committee members by Council in situations where regular attendance is not maintained.

Authority:

According to the *Administrative Bylaws*, Section 38.

- 38.1 The membership of the education committee shall be:
 - 38.1.1 a member at large of the council who shall be the chairperson;
 - 38.1.2 up to eight members all of whom shall be appointed by Council and broadly representative of a wide range of practice.
 - 38.1.3 A public appointee

- 38.2 The duties of this committee shall be:
 - 38.2.1 to identify options for council consideration regarding the annual continuing education standard and a continuing education program;
 - 38.2.2 to identify options for council consideration regarding the qualifications for licensure for members;
 - 38.2.3 to identify options for council consideration regarding alternative continuing education requirements for members;
 - 38.2.4 to identify options for council consideration regarding the development, review and administration of the Saskatchewan licensing examination or any other examination;
 - 38.2.5 to identify options for council consideration regarding changes to the annual registration process for members.

- 38.3 The education committee may appoint sub-committees comprised of committee members and other members, with designated tasks and powers determined by the education committee.

History:

At the September 12, 2008 Council meeting, Council established a Special Committee, the

Registration Committee, to which it delegated items 39.2.4 and 39.2.5 above. This decision was taken in part to lighten the load on the Education Committee.

At the June 15, 2012 Council meeting, Council disbanded the Registration Committee resulting in 38.2.4 and 38.2.5 reverting back to the Education Committee now that they are well established and can manage the workload.