

COMMITTEES AND TIME COMMITMENTS

In accordance with the College's By-Laws, all Council and Committee members are required to attend Council and Committee meetings. All meetings are scheduled in advance with consultation with members on availability. Council and Committee meetings are held virtually via Webex until further notice.

In addition to attendance at meetings, members are required to prepare for each meeting by reviewing a meeting package and any other related materials that are provided in advance of the meeting. Adequate preparation is critical to allow members to participate and contribute fully to discussions and to develop informed opinions in rendering decisions.

COMMITTEE	FREQUENCY OF MEETINGS AND PREPARATION REQUIRED	DESCRIPTION OF RESPONSIBILITIES
Registration	Number of meetings and panels* held in the past year: 9 Preparation time <u>per meeting</u> : 1-4 hours Estimated number of meetings this year: 4-6 full-days; 3 half-day panel meetings	Provides guidance to Council on matters concerning registration, examinations and registration regulations; reviews applications referred by the Registrar.
Quality Assurance	Number of meetings held in the past year: 4 Preparation time <u>per meeting</u> : 1-4 hours Estimated number of meetings this year: 3-4 full-day meetings; 2 half-day meetings	Develops and maintains the Quality Assurance Program which supports continued competence and encourages continuing professional development of members.
Patient Relations	Number of meetings held in the past year: 2 Preparation time <u>per meeting</u> : 1-4 hours Estimated number of meetings this year: 3 half-day meetings	Advises Council regarding the Patient Relations Program which enhances relations between members and patients. It also deals with preventing and handling matters related to sexual abuse of patients by members.
Inquiries, Complaints and Reports (ICRC)	Number of meetings and panels* in the past year: 20 Preparation time <u>per meeting</u> : 1-4 hours Estimated number of meetings this year: 2 full-day meetings Panel meetings are 2-3 hours	Oversees all Registrar reports and complaints into a member's conduct, competence, and health inquiries. Also, oversees all complaint-based investigations and makes referrals as appropriate to Discipline and Fitness to Practice.
Discipline	Number of meetings and panels* in the past year: 1-2 Number of hearings in the past year: 1 Preparation time <u>per meeting</u> : 1-4 hours A hearing can last from one day to several weeks. All hearings are held virtually until further notice. All Council members are on the Discipline Committee.	Independent Committee of the College. Hold open hearings regarding allegations of professional misconduct or incompetence referred to it by the ICRC. Hears evidence regarding each case. Decides whether the member has committed acts of professional misconduct or incompetence and determines appropriate penalty.

Fitness to Practise	<p>Number of meetings in the past year: 1</p> <p>Preparation time <u>per meeting</u>: 1-4 hours</p> <p><i>A hearing can last from one day to a week or more.</i></p> <p><i>All hearings are held virtually until further notice.</i></p> <p><i>All Council members are on the Fitness to Practice Committee.</i></p>	Independent Committee of the College. Holds closed hearings of allegations concerning a member's capacity to practice that are referred by the ICRC.
Doctor Title Working Group	<p>Preparation time <u>per meeting</u>: 1-4 hours</p> <p>Estimated number of meetings this year: 2 -3 half-day meetings</p> <p><i>Meetings shall, whenever possible, be held at regular intervals and at such frequency as necessary for the</i></p>	Prepares recommendations to the Council as to whether the College should seek a Dr title and if so, criteria and scope. The working group shall conduct research, synthesize information, make recommendations and undertake project activities at the request of the Council.

* ICRC, Registration and Discipline Committees use panels comprised of 3 -5 members. Committee members do not participate in all panels.

**** Of the hearings held for 2021-2022, none were contested. An agreement of fact or penalty hearing lasts only a day.**

All meeting materials are made available online usually one (1) week prior to the meeting for review.