



COMMITTEE TIME COMMITMENTS

In accordance with the College's by-laws, all Committee members are required to attend Committee meetings. All meetings are scheduled in advance with consultation with members on availability. Committee meetings are held by teleconference wherever possible.

In addition to attendance at meetings, Committee 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.

Below is a summary of each Committee to which non-council appointments can be made and the estimated time commitment required.

COMMITTEE	FREQUENCY OF MEETINGS AND PREPARATION REQUIRED	DESCRIPTION OF RESPONSIBILITIES
Registration**	Number of meetings and panels* per year: 3-6 Preparation time <u>per meeting</u> : 1-4 hours Estimated meetings per year: 3 full-day; 3 half-day panel meetings are held by teleconference	Provides guidance to Council on matters concerning registration, examinations and registration regulations; reviews applications referred by the Registrar.
Quality Assurance	Number of meetings per year: 2-4 Preparation time <u>per meeting</u> : 1-2 hours Estimated meetings per year: 2 full-day meetings; 2 half-day meetings held by teleconference	Develops and maintains the quality assurance program which supports continued competence and encourages continuing professional development of members.
Patient Relations	Number of meetings per year: 1-3 Preparation time <u>per meeting</u> : 2-4 hours Estimated meetings per year: 3 half-day teleconference 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* per year: 12-14 Preparation time <u>per meeting</u> : 1-4 hours Estimated meetings per year: 2 full-day meetings; panel meetings are 2-3 hours and held by teleconference	Oversees all Registrar reports and complaints into a member's conduct, competence, and health enquiries. Also, oversees all investigations and makes referrals as appropriate to Discipline and Fitness to Practice.

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COMMITTEE	FREQUENCY OF MEETINGS AND PREPARATION REQUIRED	DESCRIPTION OF RESPONSIBILITIES
Discipline	Number of meetings and panels* per year: 1-2 Number of hearings per year: 12- 15** Preparation time <u>per meeting</u> : 0-4 hours <i>A hearing can last from one day to several weeks.</i> <i>All hearings are held at the CTCMPAO office.</i>	Hold 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 Practice	Number of meetings per year: 1 Preparation time <u>per meeting</u> : 1-4 hours <i>A hearing can last from one day to a week or more.</i> <i>All hearings are held at the CTCMPAO office.</i>	Holds hearings of allegations concerning a member’s capacity to practice that are referred by the ICRC.
Examination**	Number of meetings per year: 15 Preparation time <u>per meeting</u> : 0 Meetings are held in Ottawa.	Recommends improvements to the Pan-Canadian examination; selects the items for the examination, review and develops the examination processes and policies for the examination.
Item-writing**	Number of meetings per year: 10 Preparation time <u>per meeting</u> : 0 Meetings are held in Ottawa.	Develop and refine questions for the exam database within the parameters of the Pan-Canadian Examination Blueprint and entry-level competencies.

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

**The Following are considered conflicts of interests as they pertain to committee appointments:

- Faculty members of TCM education programs are ineligible to sit on the Examination Committee; Item-Writing Committee, and the Registration Committee