



<b>NAME</b>	Terms of Reference – Doctor Title Working Group		
<b>TYPE</b>	Council		
<b>DATE APPROVED</b>	June 20, 2019	<b>DATE REVISED</b>	December 19, 2019

### **Purpose**

The Doctor Title Working Group (the “Working Group”) shall, after researching and analyzing options, prepare recommendations to the Council as to whether the development of the “Dr.” Title Class regulation should occur, and if so, the terms of such a regulation. The working group shall conduct research, synthesize information, make recommendations and undertake project activities at the request of the Council.

### **Accountability**

The Working Group is a non-statutory committee of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario and is accountable directly to Council. The Working Group understands that the College has a mandate to serve and protect the public interest and that the recommendations of the Working Group will adhere to this mandate.

Each member of the Working Group must sign a binding Confidentiality Agreement at the time of each appointment indicating their agreement to maintain the confidentiality, security and integrity of all materials during and after their term on the Working Group. For more detail please see below.

Members must declare any conflict of interests prior to the discussion of individual files or at any time a conflict of interest or the potential for one arises. For more detail please see below.

Council will ensure that members of the Working Group receive training in their role to carry out the responsibilities of the Working Group. In addition, Council will ensure that members receive such legislated training and other training deemed necessary for the effective discharge of their responsibilities,

### **Limitations**

The Working Group shall only exercise the authority, and fulfill the duties and responsibilities authorized by these Terms of Reference.

### **Duties and Responsibilities**

Working under the direction of the Council and with the Registrar, the Working Group shall do the following:

- Consider the background material and supporting documentation provided to it by the Registrar for the regulation development process;

- Propose an appropriate Work Plan and budget;
- Review and recommend regulation development projects and initiatives;
- Co-ordinate, follow-up, monitor and report on programs as project development and operations proceed;
- Provide any requested reports to Council on the activities of the working group.

### **Composition of Working Group**

The Working Group shall be appointed by Council and will consist of a minimum of six and a maximum of 10 members of Council. A priority of the Working Group will be to ensure that there is a balanced representation of both professional and public members of the Council. However, the composition may change depending on the subject matter to be reviewed. From time to time, the working group may recruit non-Council members, members of the public, and such other subject matter experts in order to provide necessary advice to the working group. Such engagement may or may not require membership in the ad hoc working group.

### **Criteria for Membership**

Members of the working group are expected to be:

- Understands the *RHPA, the Traditional Chinese Medicine Act, 2006* and the regulatory framework for healthcare professions in Ontario;
- Understand that the mandate of the College is to serve and protect the public interest;
- Comply with the *Code of Conduct for Members of the Council and All Committees*;
- Familiar with the concept and process of developing competencies;
- Available and committed to participating fully in the working group; and
- Able to synthesize and analyze complex data and information;

Professional Members or members of the College should have a minimum of 5 (five) years of clinical experience in the TCM profession.

Professional Members cannot be an owner, director, board member or officer in a TCM/Acupuncture Association or a director, owner, board member or officer in a TCM/Acupuncture School (public or private).

Non-Council members of the public may be appointed to the Working Group if they have demonstrated significant knowledge or experience relevant to the working group.

### **Term of Office**

The Working Group shall be appointed for a 3-year term or until the phase of the work is completed.

### **Meetings**

Meetings shall, whenever possible, be held at a place and on a date set in advance by the Registrar and shall occur at regular intervals and at such frequency as necessary, as determined by the Registrar, for the Working Group to conduct its business.

### **Quorum**

Pursuant to section 12.10 of the By-laws of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, quorum for meetings of the Working Group shall be three (3) members of the Working Group.

### **Selection of the Chair**

The Chair shall be selected by the Working Group.

In the event that the Chair is unable or unwilling to preside at the meeting, the Chair shall designate an acting Chair from among the Working Group members to preside at the meeting. If the Chair is unable to delegate his or her chairing duties, the Working Group shall then select an acting Chair to preside at the meeting from among its members.

### **Voting**

Whenever possible, decision-making at the Working Group level shall be conducted using a consensus model. When necessary, formal voting will be used.

Unless specifically provided for otherwise under the By-laws, every motion that properly comes before a Working Group shall be decided by a simple majority of the votes cast at the meeting by the Working Group members present.

The Chair, as a member of the Working Group, may vote.

In the event of a tie vote, the motion is defeated.

### **Reporting**

The Working Group shall provide a report of its activities at every Council meeting on activities that have been undertaken since the last report. The Working Group prepares an annual report of its activities at the end of each fiscal year.

### **Conflict of Interest**

All Working Group members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Working Group members have a duty to uphold and further the intent of the Act to regulate the professional practice of traditional Chinese medicine practitioners and acupuncturists in Ontario, and not to represent the views of advocacy or special interest groups.

Comprehensive information regarding conflict of interest obligations is included in the by-laws and must be reviewed and understood by all Working Group members.

### **Working Group Records**

The Working Group Chair shall ensure that accurate minutes of all meetings and proceedings are recorded, approved and provided to the Registrar. The Registrar shall act as a group leader during the meetings and provide advice and recommendation.

### **Confidentiality**

Members of the Working Group will have access to highly sensitive and confidential information that they must keep in the strictest confidence. It is understood that the duty of confidentiality for members of this Working Group are especially stringent. Members of the Working Group shall not discuss with anyone any information that the Working Group considers, even in a general nature, except for the purposes of providing the annual report to Council.

### **Evaluation**

The Working Group terms of reference will be reviewed annually and amended where necessary, for example in response to statutory, regulatory, or policy amendments. Any amendments to the terms must be approved by Council.