



# POLICY & PROCEDURE

Administration  
Number: 8.8

Approved By Council: April 11, 2002

Issued:  
Updated:  
Replaced:

## TOPIC: BOARD OF ASSESSORS

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### TERMS OF REFERENCE

#### Committee Mandate:

1. To consider and decide on applications for registration where the Registrar may have concerns or questions of eligibility.
2. To review and make recommendations to the Council on matters pertaining to physiotherapy education programs.
3. To undertake prior learning and experience assessments on appropriate candidates.

#### Board Composition:

- One third of Board composition should be public members
- The Board will consist of no fewer than five (5) members including the chairperson.
- It is preferable to have a representative from the School of Medical Rehabilitation on the Board. The remaining members should represent a broad spectrum of all areas of physiotherapy practice.
- All positions must be approved by the Council of CPM.
- The Registrar serves as ex-officio member on the Board
- A secretary will be appointed by mutual consent of all Board members.

#### Term of Office

- Appointments are made for a two (2) year term of office with half the member's term expiring on odd years and the remainder on even years to allow for overlap.
- Board members can be re-appointed for an additional two (2) year term.

## Meetings

- Are called by the Chairperson.
- Minutes of each meeting will be circulated to each committee member and the Registrar/Executive Director within two weeks following a meeting.
- A notice of the next meeting and agenda will be circulated to all committee members at least one week prior to the meeting.

## Responsibilities

- To obtain relevant information from appropriate sources.
- To establish base line criteria for prior learning and experience assessments

## Reporting and Authority

- All information discussed at Board meeting is considered confidential. The Council of CPM is responsible for the release of any information.
- The Chairperson shall report to the Council at each scheduled monthly Council meeting to provide an update on Board activities.
- The Council will periodically delegate tasks to the Board that are consistent with the Board's mandate. These tasks may arise from the annual strategic plan or from issues that arise periodically.
- Appeals of the Board of Assessor's decisions will be directed to the Council, as per Part 4 section 11(1) of the *Physiotherapists Act*.
- An annual report shall be submitted to the Council at least one month prior to the Annual General Meeting.
- Copies of all meeting minutes and confidential information must be kept at the CPM office. Confidential information sent to Board members must be kept safe, secure and confidential while in their possession. Once the Board has completed work on an issue and no longer requires the information held by members, the information is to be sent to the College office for shredding.

## Legislative Reference:

*The Physiotherapists Act* Part 4 Clause 8, 9(1), 9(2), 9(3), 10, 11(1)  
Bylaws Article VIII: Committees and Boards