



POLICY AND PROCEDURE

Administrative
Number: 8.9

Approved by Council: September 13, 2001
Issued:
Updated:
Replaced:

TOPIC: CONTINUING COMPETENCY COMMITTEE

TERMS OF REFERENCE

Committee Mandate:

1. To plan and develop a continuing competency program for all practising physiotherapists in Manitoba.
2. To implement the Continuing Competency Program.
3. To evaluate and improve the continuing competency program.

Committee Composition:

- The committee will consist of no fewer than five (5) members including the chairperson.
- It is preferable to have broad representation on the committee with representation from all areas of physiotherapy practice (private practice, publicly – funded practice, the three main clinical practice areas, rural and urban.)
- All positions must be approved by the Council
- A secretary will be appointed by mutual consent of the members.

Term of Office:

- Appointments are made for a two year term of office with half the member's term expiring on odd year and the remainder on even year to allow for overlap.
- Committee 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
- Minutes, agenda and notices of meeting can be prepared and sent from the CPM office
- Meeting space at the CPM office is available and should be booked through the office Manager
- If meetings are held over a mealtime a light meal can be arranged through the CPM office. Beverages are available at all times.

Reporting and Authority:

- All information discussed at committee meetings is considered confidential. The Council is responsible for the release of any information.
- Committee recommendations will be taken to the Council for acceptance, amendment or re-direction to the committee.
- The Chairperson shall report to the Council at each scheduled monthly Council meeting to provide an update on Committee activities.
- Council will periodically delegate tasks to the committee that are consistent with the committee's mandate. These tasks may arise from the annual strategic plan or from issues that arise periodically.

Legislative Reference:

The Physiotherapists Act Part 3 - 6(7)(b), Part 6 - 50 (1)(f)