

## Registration Committee – Terms of Reference

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### MANDATE

The Registration Committee is a statutory committee whose role is set out in the Health Professions Procedural Code (the Code) which is Schedule 2 of the *Regulated Health Professions Act, 1991* (RHPA) and the Registration Regulation, which is Ontario Regulation 168/11 under the *Midwifery Act, 1991*.

The Registration Committee is mandated to ensure protection of the public interest by establishing and maintaining a framework for dealing with matters referred to it by the Registrar and providing direction to the College and Council with regards to registration policies and processes in order for the College to effectively provide registration practices that are transparent, objective, impartial and fair.

### POWERS AND RESPONSIBILITIES

The Registration Committee shall:

- 1) Review all applications referred to it by the Registrar;
- 2) Review all applications from registrants for an order directing the Registrar to remove or modify any term, condition or limitation imposed on the registrant's certificate of registration as a result of a registration proceeding;
- 3) Review all matters referred to it under the Registration Regulation;
- 4) Make orders directing the Registrar in accordance with sections 18 and 19 of the Code. The Registration Committee may also act in accordance with the Registration Regulation, including but not limited to:
  - a. Setting or approving a jurisprudence course;
  - b. Setting or approving the qualifying examination;
  - c. Specifying further education, examination, training or combination thereof for applicants wishing to undertake a fourth attempt at the qualifying examination;
  - d. Approving requalification programs;
  - e. Granting exceptions or proposing plans and/or terms, conditions and limitations for registrants with active practice shortfalls;
  - f. Reviewing the deficiencies in an applicant's clinical experience to ensure it may be fully remedied by no more than one year spent under supervision;
  - g. Approving supervisors;
  - h. Approving applications for re-issuance of a supervised practice certificate of registration;
- 5) Within 15 days after receiving a notice that an applicant requires a hearing or review, give the Health Professions Appeal and Review Board (HPARB) a copy of the order made with respect to the application, the reasons for it and the documents and things upon which the decision to make the order was based;
- 6) Act on direction from HPARB resulting from a Board hearing into an application for registration with the College;

- 7) Submit registration-related regulations to Council for approval;
- 8) Develop proposed amendments to the Registration Regulation for submission to Council for approval;
- 9) Provide policy direction with respect to the implementation of the registration program.

### **ADMINISTRATIVE DUTIES**

The Registration Committee shall:

- 1) Meet at least one (1) time per year to ensure the proper functioning of the Committee;
- 2) Maintain minutes of its meetings in which shall be recorded all decisions and actions taken by it;
- 3) Report its actions to Council at each Council meeting or more frequently if needed;
- 4) Submit annually a report of its activities to the Council of the College.

### **MEMBERSHIP COMMITTEE**

The Committee shall be comprised of at least three (3) members of the Council, at least one (1) of whom is an elected professional member and at least one (1) of whom is a publicly appointed member.

Unless stated otherwise in the by-laws, and subject to the Code and Regulations, the Council may constitute every Committee of the College as it deems necessary or advisable, from time to time. Any member of any such Committee may be removed from a Committee at any time at the discretion of the Council.

The Council may, at its discretion, appoint members who are not members of the Council and a person who is not a Member to any Committee. The Chair of the Council shall be designated as *ex-officio* member of the Committee.

### **PANELS**

Panels of the Registration Committee shall be appointed by the Chair of the Registration Committee and shall be comprised of at least three (3) members of the Registration Committee and in accordance with the Code, where applicable. The Chair of the Registration Committee shall, at the time of appointing a panel designate one (1) member of the panel as the Panel Chair.

### **CHAIR OF THE COMMITTEE**

Council shall appoint the chair of the Registration Committee.

### **QUORUM**

A simple majority of members of the Registration Committee, that includes at least one (1) member of the Committee who is an elected professional member of Council and one (1) member of the Committee who is a publicly appointed member of Council, shall constitute a quorum for decision-making for a meeting.

Quorum for panels of the Registration Committee is constituted with three members.

### **DECISION MAKING**

The Registration Committee will endeavour to arrive at decisions by consensus and all members may contribute to the consensus-making process. Where a decision cannot be reached by consensus, the decision shall be made by a majority of the votes cast by all members present. The Chair of the Council, as *ex-officio*, does not have voting privileges.

### **CONFIDENTIALITY**

Every member of the Registration Committee shall preserve confidentiality with respect to all information that comes to their knowledge in the course of their duties and shall not communicate any information to any other person.

### **EVALUATION**

The Registration Committee terms of reference shall be reviewed every two (2) years and amended where necessary, for example in response to statutory, regulatory or policy amendments. Any amendments to the terms must be approved by Council.