

## Terms of Reference

Policy Title	Policy Number
Terms of Reference	TOR-2
Continuing Competency Committee	Date of Approval
	March 14, 2012
Responsible Authority	Date of Revisions
CMLTM Council	April 21, 2018
	Page(s)
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### Purpose

To make recommendations to Council regarding the requirements, and processes for compliance with the Continuing Competency Program (CCP). To refer cases of non-compliance to the Board of Assessors.

### Authority

To implement and monitor the CCP pursuant to sec.19 of the Medical Laboratory Technologists Act (MLTA) Regulation.

### Composition

The committee shall be comprised of a minimum of three members of whom one is a Chair appointed by Council. Quorum shall be two members.

### Terms

The Chair shall be appointed by Council and hold office for one year and shall be eligible for reappointment, for a maximum of 6 years, with the provision that no person is at any time Chair of more than one committee.

Members shall be appointed by the Chair, subject to Council approval, serve for a one-year term and be eligible for reappointment to a maximum of 6 years.

### Meetings

The committee shall meet as required to a minimum of once a year.

### Reporting

The Chair shall provide a report, in writing, to the Council as requested to a minimum of once a year. Informal updates will be provided as required. The Chair shall submit minutes of all meetings to the CEO/Registrar.