

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, June 14, 2023
	Page(s)
	1 of 1

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 (3) members of whom one (1) is a Chair appointed by Council. Quorum shall be two (2) members.

Terms

The Chair shall be appointed by Council and hold office for one (1) year and shall be eligible for reappointment, for a maximum of six (6) consecutive years, with the provision that no person is at any time Chair of more than one (1) committee. Members shall be appointed by the Chair, subject to Council approval, serve for a three (3) year term and be eligible for reappointment to a maximum of two (2) consecutive terms (6 years).

Meetings

The committee shall meet as required and 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.

