



## COLLEGE OF DENTURISTS OF ONTARIO

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April 1, 2016

### **CALL FOR COMMITTEE MEMBERS (NON-COUNCIL) 2016-2017 Term**

Non-Council members of Committees are essential to the College's Committee process for the diversity of viewpoint and opinion that they bring to the Committee table. Sitting on a Committee as a non-Council member is an opportunity for you to participate in the regulation of your profession.

Following the June Council election, Committees of the College are dissolved and then re-constituted by Council. In most cases, each Committee is composed of public member(s) of Council, professional members of Council, and professional members who do not sit on Council.

Non-Council Committee members are appointed for a one year term. Committee members are expected to attend meetings and teleconferences throughout the year. Depending on the particular Committee and its workload, there is some difference in time commitment. A modest per diem is provided and expenses for travel and accommodation are reimbursed in accordance with the College By-laws.

Most College Committee meetings are scheduled during regular business hours, Monday-Friday, 9:00 am–4:30 pm and in-person meetings are a half to full day long. In addition to the time required to attend a meeting, potential Committee members should be aware that preparation for Committee meetings does require some time too.

If you are interested in sitting on a Committee as a non-Council member, please review the materials attached to this letter. In these materials, you will find further information regarding each Committee, general qualifications for Committee members, expectations, and an application form. If you aren't sure and have further questions, please don't hesitate to get in touch with me ([gpettifer@denturists-cdo.com](mailto:gpettifer@denturists-cdo.com)).

If you would like to submit an application, please complete and submit the attached form by **Monday, May 2, 2016** to Fiona Harvey ([fharvey@denturists-cdo.com](mailto:fharvey@denturists-cdo.com) or fax to 416.925.6332). In the application, please ensure that you indicate on which Committee(s) you are interested in serving.

The Nominating Committee will review all applications and make its recommendations to Council at its June 24<sup>th</sup> meeting. Successful members will be notified of their appointment shortly after the June 24<sup>th</sup> Council meeting.

I encourage you to give this opportunity serious consideration as I am sure that you will find it a worthwhile, rewarding endeavour. Please feel free to contact me should you have any questions.

Sincerely,



Dr. Glenn Pettifer  
Registrar and CEO

Attached:

- Application for Non-Council Member 2016-2017
- Qualification and Expectation of Non-Council Members
- Committee Description

## APPLICATION FOR NON-COUNCIL MEMBER 2016-2017

### SECTION A: APPLICANT'S INFORMATION

APPLICANT'S NAME:

REGISTRATION NO. (i.e. 123-45):

### SECTION B: COMMITTEE(S) OF INTEREST

 ICRC       REGISTRATION       FITNESS TO PRACTICE       PATIENT RELATIONS

 QUALITY ASSURANCE       QUALIFYING EXAMINATION       QUALIFYING EXAMINATION APPEALS

### SECTION C: STATEMENT OF INTEREST

Write a brief description of the contribution you feel you would make to the Committee(s) as a non-Council member.

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### SECTION D: APPLICANT'S SIGNATURE

By signing below, I acknowledge that I am interested in applying for the position of non-Council committee member for the Committee(s) I have indicated above, and that if I am appointed, I understand that I am to abide by the *Regulated Health Professions Act*, the *Denturism Act*, and the College By-laws at all times during the course of my appointment as it relates to the position.

APPLICANT'S SIGNATURE:

DATE:

## Qualification for Appointment to Committees as Non-Council Member

A member of the College of Denturists of Ontario who is not a member of the Council is qualified for appointment to a Committee, if on the date of the appointment:

- The Member holds a certificate of registration;
- The Member is not in default of payment of any fees prescribed by College By-laws;
- The Member is not the subject of any disciplinary or incapacity proceeding;
- The Member has not been the subject of any professional misconduct, incompetence or incapacity finding in the preceding (3) years;
- The Member's certificate of registration has not been revoked or suspended in the preceding six (6) years for any reason other than non-payment of fees;
- The Member's certificate of registration is not subject to a term, condition, or limitation imposed by either the Discipline Committee or the Fitness to Practise Committee;
- The Member is not holding, and has not for a period of at least one (1) year held, a responsible position, such as director, owner, board member, officer or employee, with any professional association relating to denturism;
- The Member has not been disqualified from Council or a Committee within the preceding six (6) years;
- The Member is not a member of a council of any other college regulated under the *Regulated Health Professions Act, 1991 (RHPA)*;
- The Member is not an employee of the College; and
- The Member is not in any default of returning any required form or information to the College.

### What is the role of a non-Council member?

The role of the College, its Council and all members of Council is to regulate the profession of Denturism in the public interest. The *Regulated Health Professions Act*, the *Denturism Act* and the College By-Laws provide the legal foundation for the College's governance structure, activities, and mandate.

Committee members are accountable to the statutes and the laws governing the College and to the public of Ontario. Professional and personal interests must, at all times, be subordinate to the best interest of the public, the College and the process of professional self-regulation.

### What is expected of Committee Members?

Committee members are expected to undertake the following:

- Familiarize himself or herself with the relevant sections of the Denturism Act, the *RHPA*, the By-laws and any policies of the College
- Comply with the provisions of aforementioned legislation and policies;

- Familiarize himself or herself with any other records, documents and guidelines that may be necessary for the performance of his or her duties;
- Regularly attend meetings on time and participate in discussions in a collegial and constructive manner;
- Ensure that confidential matters coming to his or her attention as a member of a Committee are not disclosed by him or her, except as required for the performance of his or her duties or as permitted by the *RHPA*;
- Conduct himself or herself in an appropriate manner with College staff, other members of Council or members of the public;
- Comply with the College's Code of Conduct, as set out in the College's governance policies that are established by Council;
- Avoid, or where that is not possible, declare, all conflicts of interest in the manner set out in the By-laws;
- Step down from his or her position as Committee member in the event that allegations regarding his or her conduct, competence or capacity are referred to the Discipline Committee or Fitness to Practise Committee until such time as the matter has been finally disposed of; and
- Perform the duties associated with his or her position conscientiously and with integrity and diligence in a manner that serves and protects the public interest.

### **Conflict of Interest and Committee Appointments**

The following are considered conflicts of interest as they pertain to committee appointments:

- Faculty members of denturism programs are ineligible to sit on the Qualifying Examination Committee;
- College assessors/examiners are ineligible to sit on the Qualifying Examination Committee and the Registration Committee; and
- Any person having a familial, personal or business relationship with a College examination candidate is ineligible to sit on the Qualifying Examination Committee.

## Committees Requiring Non-Council Members

### STATUTORY COMMITTEES

#### A. **Inquiries, Complaints and Reports Committee (ICRC)**

The ICRC investigates complaints about the conduct or practice of College members, and renders decisions based on the documentation before it.

- Requires at least 1 or more non-Council members.
- Meets 6 to 8 times a year.

#### B. **Registration Committee**

The Registration Committee renders decisions regarding registration applications as directed by the Health Professions Procedural Code. The Committee also develops policies in accordance with fair registration practices

- Requires at least 1 or more non-Council members.
- Meets 5 to 6 times a year.

#### C. **Fitness to Practise**

The Fitness to Practise Committee renders decisions related to mental or physical incapacity, and applications for restoration of Certificates of Registration that have been revoked or suspended for reasons of incapacity.

- Requires at least 2 or more non-Council members.
- Meets as required.

#### D. **Patient Relations**

The Patient Relations Committee establishes protocols for preventing and dealing with sexual abuse/harassment and boundary violations of patients by the profession, and

develops educational requirements and guidelines for the conduct of members with their patients.

- Requires at least 1 or more non-Council member.
- Meets at least twice a year.

#### E. **Quality Assurance (QAC)**

The Quality Assurance Committee facilitates the monitoring and maintenance of College members' competencies and develops standards and guidelines for denture services. The QA Committee meets in two panels.

- Requires at least 2 or more non-Council members.
- Meets 4 to 5 times a year.

### NON-STATUTORY COMMITTEES

#### F. **Qualifying Examination Committee**

The Qualifying Examination Committee recommends improvements to the qualifying examination (QE); selects the items for the QE, review and develops the examination processes and policies.

- Requires at least 2 non-Council members.
- Meets 4 to 6 times a year.

#### G. **Qualifying Examination Appeals Committee(QEAC)**

The QEAC determines the validity of Qualifying Examination appeal requests.

- Requires at least 1 or more non-Council members.
- Meets as required.