



**COLLEGE OF DENTURISTS OF ONTARIO**

180 Bloor Street West, Suite 903, Toronto, ON CANADA M5S 2V6

**Tel:** 416-925-6331 **Fax:** 416-925-6332 **Toll Free:** 1-888-236-4326 **Email:** info@denturists-cdo.com **Website:** www.denturists-cdo.com

May 23, 2013

Dear Registrants:

**Re: CALL FOR NON-COUNCIL COMMITTEE MEMBERS**

All committees of the College of Denturists of Ontario (the “College”) are re-constituted annually at the June Council meeting. Many of the committees have positions for members of the College who are not on Council but who would like to be involved in shaping the policies and direction of the College. Those members who are appointed are called non-Council members.

Non-Council committee members are appointed for a one year term. Committee members are expected to attend meetings and teleconferences. Expenses for travel and accommodation are reimbursed in accordance with the College By-Laws.

The College is seeking denturists interested in participating as non-Council members on committees for the 2013-2014 fiscal year. All College committee meetings are scheduled during regular business hours, Monday-Friday, 9:00 a.m. – 5:00 p.m. (unless in special circumstances approved by the Registrar). Appointments to committees will take place post Council meeting on June 14, 2013.

Please submit an application (see attachment) to the College selecting the committee(s) you would be interested in running for, along with a brief description of the contribution you feel you would make to the committee as a non-Council member no later than **June 10<sup>th</sup>, 2013**.

Sincerely,

Korin Tran  
College of Denturists of Ontario

Enclosure:

Qualifications for Appointment of Non-Council Member  
List of Committees for Non-Council Members  
Non-Council Member Application Form



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# 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-law;
- 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 *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 a non-Council member is to ensure the protection of the public. 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 powers.

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



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## What is expected of Committee Members?

The College has a governance policy. Committee members are expected to demonstrate the following values to ensure the continuing trust of the public and our members:

- Familiarize himself or herself with the Act, the *RHPA*, the by-laws and any policies of the College;
- Familiarize himself or herself with any other records, documents and guidelines that may be necessary for the performance of his or her duties;
- Comply with the provisions of the Act, *RHPA*, the by-laws, any policies of the College and rules that are adopted by Council, from time to time;
- Regularly attend meetings on time and participate constructively in discussions;
- 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 established by Council;
- Avoid, or where that is not possible, declare all conflicts of interest in the manner set out in the by-law;
- 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 & Curriculum Committee;
- College Examiners are ineligible to sit on the Qualifying Examination & Curriculum 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 & Curriculum Committee.



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# 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 approximately 6 or more times a year.

### B. Registration Committee

The Registration Committee renders decisions regarding registration applications as directed by the Health Professions Procedural Code.

- Requires at least 1 or more Non-Council members.
- Meets approximately 6 or more times a year.

### C. Discipline Committee

The Discipline Committee renders decisions related to professional misconduct or incompetence of College members.

- Requires at least 1 or more Non-Council members.
- Meets at least 1 or more times as required for a hearing a year.

### D. Fitness to Practise

The Fitness to Practice 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 at least 1 or more times as required for a hearing a year.

### E. Patient Relations

The Patient Relations Committee establishes protocol for dealing with incidents and prevention of sexual abuse of patients by College members, and coordinates outreach activities pertaining to patient education.

- Requires at least 1 or more Non-Council member.
- Meets as required to fulfill mandate.

### F. Quality Assurance (QA)

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

- Requires at least 2 or more Non-Council members.
- Meets at least 8 or more times a year.

## NON-STATUTORY COMMITTEES

### G. Qualifying Examination & Curriculum Committee

The Qualifying Examination & Curriculum Committee conducts the College's entry-to-practice examinations and liaisons with various stakeholders to develop evaluation criteria.

- Requires at least 2 non-Council members.
- Meet at least 8 times a year.

### H. Review & Appeals Committee

The Review & Appeals Committee review Qualifying Examination appeal requests.

- Requires at least 1 or more Non-Council members.
- Meets at least 3 times or more a year as required based number of requests.



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## APPLICATION FOR NON-COUNCIL MEMBER 2013-2014

### SECTION A: APPLICANT'S INFORMATION

APPLICANT'S NAME:

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

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

ICRC     REGISTRATION     DISCIPLINE     FITNESS TO PRACTISE     PATIENT RELATIONS

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QUALITY ASSURANCE     REVIEW & APPEALS     QUALIFYING EXAMINATION

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### 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:

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