

# Appointment to the Council and Regulatory Committees Procedure

## 1. Introduction

The College of Acupuncturists of Alberta's (the College) Council shall consist of a minimum of six (6) to a maximum of twelve (12) members, including the Chair, but excluding the CEO. The Council includes three (3) to six (6) individuals appointed through a recruitment process of its regulated members, and the number of public members required to be appointed by the Lieutenant Governor in Council.

Council members generally hold office for three-year terms and may not hold office for more than six (6) consecutive years.

The College's Regulatory Committees consist of no less than three (3) members to a maximum of eight (8) members. Regulatory Committee members are appointed through a recruitment process of its regulated members.

Regulatory Committee members may hold office for a maximum of two (2) consecutive terms of three (3) years, for a limit of six (6) consecutive years, on the same regulatory committee.

- 1.1 Appointments to the College's Council and regulatory committees should follow these relevant principles, as far as is practical and reasonable:
  - 1.1.1 Selflessness: those making appointments should act solely in the public interest.
  - 1.1.2 Integrity: those making appointments should not take decisions that might lead to financial gain or other material benefits for themselves, family, or their friends; interests and relationships should be declared. Council members and committee members are required to acknowledge and comply with the College's Code of Conduct policy and procedures.
  - 1.1.3 Openness: the appointment process should be open and transparent.
  - 1.1.4 Diversity: appointments should reflect the diversity of the society in which we live, and appointments should be made taking into account the need to include a balance of skills and backgrounds.
  - 1.1.5 Fairness: selection processes should be fair and impartial, and each candidate must be assessed against the same criteria for the role in question.
- 1.2 In addition, Sections 9 and 10 of the *Health Professions Act* (Act) apply to the Registration and Examination Committee and Competence Committee, respectively.
- 1.3 Former Council members who served on Council in the immediately preceding term are not eligible for appointment to the College's regulatory committees. They may apply for an appointment at the conclusion of 12 months from the expiry of their Council position.

- 1.4 Regulatory committee members who served on a regulatory committee in the immediately preceding term are not eligible for appointment to another College regulatory committee. They may apply for an appointment at the conclusion of 12 months from the expiry of their regulatory committee position.
- 1.5 To encourage the broadest degree of involvement, no regulated member or member of the public shall serve concurrently on more than one regulatory committee.
- 1.6 Acknowledging the value of experience and the need for continuity, incumbents who are eligible and willing to seek reappointment may apply for a subsequent term. However, recognizing the importance of engaging as many persons as possible and infusing innovative ideas and perspectives from time to time, a limit has been set on length of service.
- 1.7 To achieve organizational continuity and memory, and to distribute appointments evenly, terms of office for all regulatory committees may be staggered.

## 2. Purpose

The purpose of this procedure is to describe the actions for the recruitment, appointment, and reappointment of individuals to the Council and the College's Regulatory Committees from its regulated members.

## 3. Definitions

None

## 4. Appointment to the Council

The Council will oversee and manage the appointment of four (4) to six (6) regulated members to the Council as follows:

### 4.1 General

- 4.1.1 The Council Governance and Nominating Committee (GNC) will:
  - 4.1.1.1 define and maintain a competency matrix for Council members (Appendix A); and
  - 4.1.1.2 identify its recruitment needs based on an evaluation of its operations, short- and long-term needs, and competency requirements, and establish a competency profile for the recruitment of a Council member.
- 4.1.2 The Governance and Nominating Committee will recommend for approval to the Council all competency profiles for recruitment of Council members.
- 4.1.3 The Council approves all recruitment competency profiles.

## **4.2 Appointment to the Council**

- 4.2.1 An Appointment Review Committee (ARC) shall be formed by public member(s) from the Board, and regulated member(s) from the Board. The ideal composition will be two (2) public members and one (1) regulated member, contingent on the composition of the Board at the time the ARC is convened. The ARC will have no less than three (3) voting members. The CEO will appoint members to the ARC and be an ex-officio, non-voting member of the ARC. The ARC, in conjunction with the GNC, will oversee the appointment to the Council based on the approved member competency profiles.
- 4.2.1.1 The CEO will ensure that the recruitment process for regulated members is accessible to all members through the public posting of Council vacancies through any means deemed appropriate.
- 4.2.1.2 Individuals who apply for appointment to the Council, or who are nominated for appointment, are required to submit a Curriculum Vitae (Resume) along with an application describing how they meet the requirements set out in the recruitment competency profile and how they will contribute to the development and achievement of the College's goals and objectives.
- 4.2.2 The Appointment Review Committee will assess candidates based on the competency matrix and send their top recommendations for appointment to the GNC for review.
- 4.2.3 The GNC may interview potential candidates for suitability.
- 4.2.4 The GNC makes a recommendation of the top candidates to the Council for consideration.
- 4.2.5 The Council considers recommendations and may approve the appointment of individuals to the Council.
- 4.2.6 The Council Chair will inform the successful individuals of their appointment to the Council.

## **4.3 Reappointment to the Council**

- 4.3.1 The Chair of the GNC will, at least four months prior to the expiry of a Council member's term of office, and subject to qualifying for reappointment and a positive assessment of the member's performance, confirm that the member wishes to continue to serve as a director.
- 4.3.1.1 Where the Council member whose term is to expire is the Chair of the GNC, the Council Chair will contact this Council member to confirm that the member wishes to continue to serve as a director.
- 4.3.2 Where the member wishes to continue to serve as a director, the Chair of the GNC or the Council Chair, as appropriate, will recommend reappointment of the member to the Council.
- 4.3.3 The Council considers recommendations and may approve the reappointment of individuals to the Council.
- 4.3.4 The Council Chair will inform the successful individuals of their reappointment to the Council.

## 5. Appointment to Regulatory Committees

### 5.1 General:

5.1.1 The Council Governance and Nomination Committee (GNC) will:

5.1.1.1 define and maintain a competency matrix for regulatory committee members (Appendix A); and

5.1.1.2 identify its recruitment needs based on an evaluation of its operations, short- and long-term needs, and competency requirements, and establish a competency profile for the recruitment of a regulatory committee member.

5.2 The GNC will recommend for approval to the Council all competency profiles for recruitment of Committee members.

5.2.1 The Council approves all recruitment competency profiles.

5.3 The GNC may interview potential candidates for suitability.

5.3.1 The GNC makes a recommendation of the top candidates to the Council for consideration.

5.3.2 The Council considers recommendations and may approve the appointment of individuals to the regulatory committees.

5.3.3 The Council Chair will inform the successful individuals of their appointment to the regulatory committee.

## 6. Administration of Appointments

### 6.1 Recruitment Advertising

6.1.1 All vacant positions will be publicly advertised on the College's website, and any other electronic communication platforms in use by the College.

6.1.2 The following information should be available on the College website:

6.1.2.1 Council or Regulatory Committee description, meeting expectations and responsibilities;

6.1.2.2 Eligibility criteria and term of appointment;

6.1.2.3 Role description and competency matrix for the committee and applicants;

6.1.2.4 Application form; and

6.1.2.5 Regulatory member's participation agreement.

6.1.3 Where possible, the proposed interview date and other key dates (such as the regulatory committee meetings) should be included in the recruitment information.

## **6.2 Role Descriptions and Competency Matrix Specifications**

- 6.2.1 A role description lists the purpose, tasks, and responsibilities of the role. A competency matrix describes the requirements against which applicants will be assessed to determine their suitability for the role. The competency matrix must be attached to all role descriptions outlining the essential and desirable criteria the successful candidate needs to meet.
- 6.2.2 Current regulatory committee members shall be asked to complete the competency matrix such that a complete committee skills competencies list is compiled to assist the Appointments Committee in assessing the necessary skills gap it is looking new applicants to fill.
- 6.2.3 To enable the College to achieve its objectives for access, equity, and diversity, and to assist the College in its efforts to appoint a Council or regulatory committee that collectively reflect the diversity of the community, applicants are encouraged, but not required to, include self-identified information in their applications.
- 6.2.4 The application will include a self-identification section where applicants can provide information about their gender, age group, Aboriginal status, racial group, disability status, and sexual orientation.

## **6.3 Applications**

- 6.3.1 Applications for Council or regulatory committee member roles must include:
  - 6.3.1.1 A completed application form;
  - 6.3.1.2 A cover letter explaining how they meet the criteria in the competency matrix and their motivation for applying for the role (maximum two pages);
  - 6.3.1.3 A completed regulatory member's application; and
  - 6.3.1.4 The names and contact details of two references.
- 6.3.2 The closing time for applications will be midnight on the closing date. Late applications will not be considered unless an extension to the closing date has been previously agreed.
- 6.3.3 Applicants should receive an email to confirm receipt of their application.

## **6.4 Screening for Eligibility and Shortlisting**

- 6.4.1 For Council appointments, the Appointments Committee will review all applications and identify those applicants that are ineligible for appointment either because they have not met the eligibility criteria or because their application is late. They will also identify which applications are incomplete and whether an applicant is a current incumbent and, if so, their length of service.
- 6.4.2 The Appointments Committee will then prepare a summary of each eligible applicant for Council applicants for the Appointments Committee that shows:
  - 6.4.2.1 Name;

- 6.4.2.2 Whether eligible and reason if not eligible (e.g., late application, etc.) and whether the application is complete;
  - 6.4.2.3 The applicant's home community;
  - 6.4.2.4 Whether a current incumbent and, if so, length of service;
  - 6.4.2.5 Which qualifications are sufficiently demonstrated in the application;
  - 6.4.2.6 Applicants sorted in tiers ranked from most to least qualified according to the competencies identified in the competency matrix;
  - 6.4.2.7 Diversity information as disclosed by the applicant;
  - 6.4.2.8 Potential conflicts of interest as disclosed by the applicant; and
  - 6.4.2.9 Notes on the staff's identification of any areas of concern that may include eligibility, disciplinary record, potential conflicts of interest, or other policy issues.
- 6.4.3 When shortlisting the potential candidates, the Appointments Committee must examine each application against the selection criteria outlined in the competency matrix specification and apply the criteria consistently to all candidates on the basis of the information given in their application. Under no circumstances should the selection criteria (detailed in the person specification) be changed during shortlisting.
- 6.4.4 When shortlisting, the Appointments Committee should score candidates between 0 and 3, with 3 being the highest score for full compliance with the criteria and 0 being noncompliant.
- 6.4.5 The Appointments Committee should also consider whether any declared interests could disqualify the candidate from appointment.
- 6.4.6 Shortlisted applicants will be those who appear, from their application, to meet the criteria most fully in the competency matrix. If there are a large number of applicants who meet the essential criteria, the desirable criteria may be used to determine the final shortlist (if such criteria were included in the person specification).
- 6.4.7 The reason for a decision not to shortlist candidates must be clearly recorded.
- 6.4.8 Due to the volume of applications received it may not be possible to provide feedback to applicants who are not shortlisted for interview.
- 6.4.9 Section 6.4.1 through 6.4.8 will be completed by the GNC for the purpose of reviewing potential Regulatory Committee members.

## **6.5 References**

- 6.5.1 If shortlisted for an appointment, the Appointments Committee or the GNC shall conduct the reference checks.

- 6.5.2 Consultations with an applicant's references should be confidential. This is something that the reference will be advised of as well. An individual's reference will be limited to the applicant's suitability for a position on the committee. These references will be asked to complete a questionnaire concerning the individual and their perspective on the applicant's skills as it relates to the competency matrix the applicant completed. The questionnaire is sent out in electronic form so that the applicant's references can fill it out easily and conveniently.

## **6.6 Appointing Council Members and Regulatory Committee Members**

- 6.6.1 The Appointments Committee shall recommend the candidate(s) for appointment who score highest against the criteria in the person specification, striving to achieve a balance of:
- 6.6.1.1 Qualified applicants covering the range of qualifications specified for the Council;
  - 6.6.1.2 Experienced and new members;
  - 6.6.1.3 Geographic representation; and
  - 6.6.1.4 Representation of the diversity and demographics of the community including age, gender, sexual orientation, Aboriginal status, race, and disability.
  - 6.6.1.5 And take account of the balance of skills and experience on the regulatory committee and the candidate's declared interests. The reason for the appointment panel's decisions must be clearly recorded, particularly if it is not proposed to appoint the highest scoring candidate.
- 6.6.2 The Appointments Committee shall recommend to the GNC people to fill vacant position(s).
- 6.6.2.1 Sections 6.6.1 through 6.6.3 will be completed by the GNC to recommend person(s) to fill vacant position(s) on regulatory committees.

## **7. Authority**

This policy is established under the authority of Section 5(2) of the Act and Article 8.4 of the College bylaws.

## **8. Scope**

This policy applies to all Council and regulatory committee members of the College.

## **9. Related Policies and Procedures**

- G 1.0 Appointment to the Council Policy
- G.1.1 Code of Conduct and Ethics Policy
- G.1.1.1 Code of Conduct Declaration Procedure
- G.1.1.2 Conflict of Interest Declaration Procedure
- G.1.1.3 Code of Conduct Violation Procedure

## 10. Version History

Date	Notes
September 14, 2022	New procedure
April 3, 2024	Update composition of Council to align with Bylaws
April 23, 2025	Amend sections 4.2.1, 6.6.2, updated ED/Registrar title to CEO



## Appendix A – Competency Matrix

# Competency Matrix



**Rating scale:** Level of experience demonstrating each competency:

1. Not skilled – I have not learned this skill.
2. Minimally skilled – I have little experience demonstrating this competency and need substantial direction to perform it effectively.
3. Somewhat skilled – I have some experience demonstrating this competency but still need guidance.
4. Skilled – I have a good amount of experience demonstrating this competency independently.
5. Very skilled – I always demonstrate this competency and could provide guidance/training to others.

<b>Council and Regulatory Committee Members</b> In order to support strong decision-making in the public interest...			
...every committee member will bring the following <b>VALUES</b> and <b>ATTRIBUTES</b> to the table:	Rating	...every committee member will bring, <u>or be willing to learn</u> , the following <b>SKILLS, PRACTICES, and KNOWLEDGE</b> :	Rating
<b>Accountability, Honesty, and Integrity</b> – Act with integrity and speak the truth, be able and willing to take full responsibility for decisions, follow through on commitments in compliance with the College’s Code of Conduct and Ethics Policy.		<b>Ability</b> – Lived experience accommodating or navigating a spectrum of physical, mental health, or cognitive abilities, the knowledge of which can enhance relevant, thoughtful decisions that protect the public.	
<b>Collaboration</b> – Recognize that, in a complex system, what can emerge as a result of meaningful engagement and dialogue will be stronger than what is created in isolation.		<b>Committee/Panel Leadership</b> – Experience in participating in committee or panel meetings, conflict resolution, and fostering effective decision-making.	
<b>Culture</b> – Developing a positive culture through awareness and inclusion of cultural and historical backgrounds and experiences, which reflect the community and Alberta’s unique diversity.		<b>Confidentiality</b> – Understand the need for protecting the privacy and confidentiality of registrants’ quality assurance data, as legislated under the <i>Health Professions Act</i> .	
<b>Flexibility</b> – Be open to innovative ideas, new perspectives, and new ways of doing things, always bringing a learning mindset to decision-making. Appreciate that, at times, plans will adjust to meet changing circumstances and needs.		<b>Diplomacy</b> – Have strong interpersonal communication skills that include the ability to clearly articulate a perspective, engage in respectful, productive, and sometimes courageous or difficult, discussions with the committee, staff, and stakeholders, while consistently reinforcing a culture of trust.	
<b>Objectivity</b> – Be able to self-reflect and make decisions based on evidence and useful information, to best fulfil the public mandate.		<b>Diversity, Equity and Inclusion</b> – Have an ongoing learning, appreciation and respect for unique perspectives, cultural contexts, power imbalances, and biases in deliberation and decision-making, and recognition of the role the College plays in fostering safe, respectful, and quality health care. Create an environment and culture that welcomes diverse perspectives, new partners, and new ideas.	

## Council and Regulatory Committee Members

In order to support strong decision-making in the public interest...

...every committee member will bring the following <b>VALUES</b> and <b>ATTRIBUTES</b> to the table:	Rating	...every committee member will bring, <u>or be willing to learn</u> , the following <b>SKILLS, PRACTICES</b> , and <b>KNOWLEDGE</b> :	Rating
<b>Public Service</b> – Have compassion for the public and their right to safe, ethical care, demonstrated by an understanding and appreciation of, and commitment to, the public protection mandate and the time required to execute the role diligently, recognizing that public interest will always be prioritized over personal or professional interests.		<b>Health Professions Regulation</b> – Understand the mandate of the College is to protect the public. Exposure to or have knowledge of working in a regulatory environment. Be focused on protection of the public and able to familiarize themselves with applicable legislation, regulations, bylaws and policies, and the core work of the College and its committees.	
<b>Registrant Practice</b> – Diverse practice experiences, backgrounds and specialties that inform dialogue and decision-making, ensuring decisions meet intended objectives, are practical and, ultimately, protect the public.		<b>Information Analysis and Judgement</b> – Be able to carefully review voluminous material within set timelines, assess implications, identify patterns, make connections, and narrow the issues to support good decision-making.	
<b>Respect</b> – Be able to work with others effectively, and appreciate different perspectives and opinions, while fostering and promoting, not impeding or stifling, robust dialogue.		<b>Procedural Fairness</b> – Understand administrative law or having exposure to hearings, tribunals, etc., commit to the unbiased balancing of issues, meticulously weigh evidence, think critically about issues at hand, consider options within the scope of the College’s mandate and power, and bring consistency and sound judgment to decision-making in accordance with procedural fairness principles set out in common law.	
<b>Self-Awareness</b> – Have a clear understanding of personal strengths, areas of development and potential biases, remaining open to reflection, feedback, continuous growth, and improvement.		<b>Quality Improvement</b> – Experience and understanding of the quality assurance and quality improvement programs and assessments in health care, and experience in developing tools that enable meaningful feedback and continuous improvement.	
		<b>Risk Assessment</b> – Understand and assess the risk that a decision might have on the public and make decisions proportional to the risk of harm to the public.	
		<b>Strategic Thinking</b> – Be aware of the complex systems in which the College works, including the stakeholders within that system, and the impact that College decisions have on the greater community.	
		<b>Technological Competence</b> – Be able to work electronically in order to uphold security, privacy, and efficiency of the College’s work, and have effective conference call etiquette.	

## Appendix B – Council and Regulatory Committees' Application for Appointment

# Council and Regulatory Committees' Application for Appointment



### 1. About this Application

Council and regulatory committee meetings will be conducted virtually, except for special circumstances. As a council or committee member, you will be required to possess and use a computer (desktop or laptop) or tablet with a camera, microphone, and monitor to participate in meetings. Council and committee members also require a reliable Internet connection.

If the council or regulatory committee of interest involves considerable time commitments, the College recommends you consult your employer to discuss the impact this committee work will require and seek their support for your participation (e.g., time away from work) prior to applying for the position.

### 2. Complete the Application Form

The application is your opportunity to share why you are a strong candidate for a position on a council or regulatory committee. It will be used to determine your suitability and assess applicable skills. Your responses should demonstrate how your skills, competencies, and experience fit with the mandate, competencies, and qualifications of the council or regulatory committee for which you are applying. Evaluating each candidate's suitability will result in a list of candidates who will be selected for an interview.

Please include a resume/CV and a cover letter with this application form. Please use Part 3 of the application to advance your required qualifications and competencies.

When answering questions, you must stay within the character limits where indicated.

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Please indicate which position you are applying for:

- |   |   |
|---|---|
| <input type="checkbox"/> Council  | <input type="checkbox"/> Complaints Review Committee/Hearing Tribunal Membership List |
| <input type="checkbox"/> Acupuncture Education Program Review Committee | <input type="checkbox"/> Registration and Examination Committee                       |
| <input type="checkbox"/> Competence Committee                           |   |

If you are not successful in being appointed to the position above, would you be interested in being considered for another position?

- ☐ No
- ☐ Yes, please consider me for the following positions:
- |   |   |
|---|---|
| <input type="checkbox"/> Acupuncture Education Program Review Committee | <input type="checkbox"/> Complaints Review Committee/Hearing Tribunal Membership List |
| <input type="checkbox"/> Competence Committee                           | <input type="checkbox"/> Registration and Examination Committee                       |

## Part 1 - Contact Information

**Name of Applicant:**

Family name

Given name

Middle name

**Address**

Apt/Unit & Street

City

Postal Code

**Telephone:**

Home

Mobile

Work

**Email:**

**If applicable,  
College reg. no.:**

## Part 2 – Eligibility

1. All applicants (public and College registrants) who apply to serve on a Council or a Regulatory Committee must satisfy the following eligibility requirements in order to be short listed for appointment:
  - Must be a resident of Alberta;
  - Must be at least 18 years old;
  - Cannot be a spouse, partner, child, or parent of a member of the College Council;
  - Cannot be a College employee; and
  - Must possess and are comfortable using the required computer and Internet connection requirements.

Based on the above criteria, are you eligible for appointment to a regulatory committee? ☐ Yes ☐ No

## Code of Conduct and Ethics Policy and Conflicts of Interest

Please note that if you are a successful candidate, you will be subject to the Code of Conflict and Interest policy [\[insert link\]](#).

In addition, individuals appointed to the Council or Regulatory Committees must ensure their personal interests do not interfere with their public duties as a Council or Committee member. A conflict of interest arises when a reasonable person knowing the relevant facts could conclude or could perceive that the exercise of the Council or Committee member's judgment was likely to have been influenced by the personal interest of the Council or Committee member or by the interest of a related person or a related corporation of that Council or Committee member. The following link [\[insert link\]](#) provides the complete College Conflict of Interest Declaration Procedure and should be reviewed. You are required to disclose any personal interests that may conflict with the interests of this committee. Disclosure does not disqualify you from consideration for appointment.

Do you have any real, potential, or perceived conflict with the interests with the position for which you are applying? ☐ Yes ☐ No

If yes, please describe in detail: (Please limit your response to 1000 characters.)

## Part 3 – Qualifications and Experience

### 1. Your Interest in this Position

Please describe why you are interested in this opportunity. List the committee competencies you possess and offer a few sentences on what you hope to contribute and how you could support the work of the committee. (Please limit your response to 2500 characters.)

## 2. Education and Training

Please describe your educational background, professional credentials, or any other training which is relevant to this position. (Please limit your response to 2500 characters.)

## 3. Employment Experience

Please describe any relevant work experience you have, including positions you have held, roles you have played, and the timeframe of this work. (Please limit your response to 2500 characters.)

#### 4. Board and Community Involvement

Please describe your involvement in any public or private sector boards, community involvement, or other experiences relevant to this position. Please describe the roles you played and the period of time you were involved. (Please limit your response to 2500 characters.)

#### 5. References

Please include 2 references the College can contact if you are a short-listed candidate.

## Part 4 - General

**By selecting "I agree," you declare the information in this application form is true and you understand that:**

1. You may be asked to provide photo identification, references, or other information to confirm your identity, eligibility, and qualifications;
2. If you are shortlisted for an interview, your references will be contacted; and
3. If you are recommended for appointment, your name and possibly a biography will be listed on the College's website.

☐ I agree

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Name

---

Date

## Past or Current Service

Are you currently a member of Council or a Regulatory Committee?

☐ No

☐ Yes, I am a member of:

- ☐ Council
- ☐ the Acupuncture Education Program Review Committee
- ☐ the Competence Committee
- ☐ the Complaints Review Committee/Hearing Tribunal Membership List
- ☐ the Registration and Examination Committee

And have been a member for \_\_\_\_\_ years.

Have you ever been a member of Council or a Regulatory Committee?

☐ No

☐ Yes, I was a member of:

- ☐ Council
- ☐ Acupuncture Education Program Review Committee
- ☐ Competence Committee
- ☐ Complaints Review Committee/Hearing Tribunal Membership List
- ☐ Registration and Examination Committee

Please list the years you served as a member: \_\_\_\_\_



## Confidential Voluntary Diversity Information (Optional)

The College recognizes its work is best served by committees and tribunals which generally reflect the diversity of the community.

If you choose to complete this confidential diversity questionnaire, the information is used to help the College in achieving its objectives for access, equity, diversity, and reconciliation on Council and its Regulatory Committees. The Appointments Committee or Governance and Nominating Committee will not use or release this information for any other purpose.

Please identify how you wish to be known in the following domains:

- Gender
- Whether you consider yourself LGBTQ2S+
- Your age
- Whether you identify as Aboriginal/Indigenous
- The race/ethnicity you identify with
- Whether you are living with a disability.

(Please limit your response to 2500 characters.)

## Competency Matrix Results Summary

### Individual Responses

1. Not skilled - I have not learned this skill.
2. Minimally skilled - I have little experience demonstrating this competency and need substantial direction to perform it effectively.
3. Somewhat skilled - I have some experience demonstrating this competency but still need guidance.
4. Skilled - I have a good amount of experience demonstrating this competency independently.
5. Very skilled - I always demonstrate this competency and could provide guidance/training to others.

[illegible]

## Regulatory Committee Applicant Shortlisting Form

**INSTRUCTIONS:**

- [illegible]

## Appendix E – Council or Regulatory Committee Reference Check

### Reference Check



Name of candidate	
Name of reference	
Relationship to the candidate	
Committee applied to	
Date	
Reference check performed by	

Regulatory committees are permitted under the provincial statute that established the College, the *Health Professions Act*. The College uses a competency matrix to help select candidates for its regulatory committees. You will be asked a few questions to assist the Committees to select candidates that best fill the needs of the committees.

#### Reference Questions

1. How do you know [candidate name]?

2. Can you tell me how well you think this individual will be able to carefully review a volume of material within set timelines, assess implications, identify patterns, make connections, and narrow the issues to support good decision-making?

3. Can you tell me what attributes you respect or admire of this individual?

4. Can you tell me how you think this individual will be able to self-reflect and make unbiased and objective decisions based on evidence and crucial information?

5. Can you tell me how you feel the individual might be a fit with the following Regulatory Committee responsibilities? [Committee descriptions are attached.]

6. From what you have read about this position, what do you perceive as the individual's greatest learning curve coming into this position?

7. Do you have any additional comments that you would like to share?

**Any comments or information disclosed is kept in the strictest confidence.**

# Council and Regulatory Committee Descriptions

## Council

The Council is the governing body of the College of Acupuncturists of Alberta (College). Under Section 6 of the *Health Professions Act* (HPA), the Council manages and conducts the activities of the College; exercises the rights, powers, and privileges of and carries out the duties of the College in the name of, and on behalf of the College; and carries out the powers and duties of the Council under the HPA and the College's bylaws.

## Regulatory Committees

All Regulatory Committees report to the CEO of the College.

### Acupuncture Education Program Review Committee (AEPRC)

The AEPRC makes recommendations to the CEO regarding potential entry to practice programs, any changes to the status of approved acupuncture education programs approved by the College, and minimum education standards and criteria for entry to practice acupuncture education programs. The AEPRC also conducts site visits of acupuncture education programs.

### Competence Committee

The Competence Committee provides support and expertise to the College for the continued development, operation, and evaluation of the Continuing Competence Program (CCP). Committee members may also be called upon determine whether a member has met the CCP requirements for a practice permit or complied with conditions assigned to meet CCP requirements.

### Complaints Review Committee/Hearing Tribunal Membership List

Under section 16(1) of the HPA, the Hearings Director may establish a Hearing Tribunal or Complaints Review Committee from a membership list comprised of both regulated members appointed by the Council and public members appointed by the government. Appointed members hold hearings related to professional conduct of regulated members under the HPA. This committee also reviews and ratifies settlements under section 60 of the HPA and conducts reviews under section 68.

### Registration and Examination Committee (REC)

The REC reviews complex applications for registration and practice permits and provide expertise, guidance, and support to the practical examination process. When reviewing registration applications, REC members review and determine if an applicant/member has met legislated requirements and whether engaging in practice may pose a risk to public safety.

The REC makes recommendations to the CEO regarding the development, administration, and scoring of the Alberta Acupuncturists Registration Examinations (AARE) and acts as a consulting body to the CEO in the appropriate testing of knowledge and competency of applicants for registration. REC members support the practical examination process by developing and/or improving Alberta-specific components of the AARE.