



## **Terms of Reference**

### **Continuing Professional Competence Program Implementation Task Force**

**February 2016**

#### **OBJECTIVES**

The Continuing Professional Competence Implementation Task Force is directed by PEO Council to establish criteria and details for elements needed to operationalize the program proposed by the Continuing Professional Development, Competency, and Quality Assurance Task Force. The Task Force shall also provide oversight for all activities conducted by the Registrar and staff required to produce a working implementation of the program.

At its meeting of November 20, 2015 Council received and approved the model for a continuing professional development program proposed by the Continuing Professional Development, Competency, and Quality Assurance Task Force (CPDCQA TF). The model established the guiding principles of the program and the framework for its implementation. Specifically the previous task force provided a flowchart describing the process and a risk assessment procedure that would be used to determine the CPD requirements for each individual member. The Task Force also considered and prepared a preliminary list of technical activities acceptable for fulfilling the CPD requirements. Since the CPD requirements are given in hours, a conversion procedure is required for several activities such as publishing a paper and presenting at a seminar or conference.

The Task Force is directed to review the principles and model developed by the CPDCQA TF and develop the details required to implement the program. These details are to be provided to the Registrar and staff that is implementing the operational features such as the required software upgrades and developing the Act and regulation changes. The Task Force shall also provide input to the communications plan prepared by the Registrar and staff prior to its initiation. The Task Force is directed to ensure that the program is implemented as a voluntary system by December 2016. In its voluntary state, licence holders will be able to carry out the risk assessment procedure to determine their CPD requirements and to report their actual CPD activities; however, there will be no compliance requirement.

The Task Force will develop the referendum question and provide to Council by December 2016 a plan for the referendum on the question of mandatory participation in the program developed from the CPDCQA TF recommendations.

#### **BACKGROUND**

The Continuing Professional Development, Competency, and Quality Assurance Task Force was established in March 2014 with the direction to “prepare a plan for a comprehensive program of continuing professional development and quality assurance with a strong focus on competency.” The Task Force first met in September 2014 and over the next year developed a program concept. The Task Force provided its final report to Council on November 20, 2015. The report described the guiding principles and the core elements of a continuing professional development program that can be successful given the diversity of situations in which PEO members are engaged.

#### **MANDATE (Specific Tasks)**

This task force, with the assistance of staff and external resources (if needed), is expected to provide to Council a plan for a continuing professional development program that can be successfully implemented and is consistent with the aims of the Association.

The task force shall:

- a) provide direction to the Registrar and staff which will be carrying out the implementation tasks at the staff level;
- b) review and revise, if necessary, the questions to be used in the risk assessment table;
- c) establish the following program criteria:
  - when and how often the practice risk review is to be completed
  - how the various parameters in the risk review will be weighed
  - the maximum CPD hours and the effect of the weighing factors
  - how often the ethics refresher is to be taken
  - whether the ethics refresher will involve testing of the licence holder's comprehension of the material
  - requirements for non-practicing licence holders
  - how compliance with the fulfillment of requirements will be verified
- d) determine the criteria and weighting for acceptable technical activities;
- e) identify PEO operational changes needed to implement the programs;
- f) review and approve a guideline to explain the program to members and to assist them with the process of carrying out a practice risk review and reporting their compliance with the requirements;
- g) review and approve a frequently asked questions (FAQ) document;
- h) identify any legislation amendments needed to allow implementation of the programs;
- i) review and approve the Continuing Professional Competence internet-based beta site; and
- j) develop the referendum question and the plan for consultation with PEO licence holders.

#### **MEMBERSHIP**

The Task Force shall be comprised of 8 members including five (5) Councillors. Once appointed, the members remain in office until they either resign or the Task Force is stood down.

#### **CHAIR**

In addition to the duties of a task force Chair, the Chair of this TF will be responsible for written updates to Council on a regular basis.

#### **BUDGET**

It is anticipated that for the first part of the project the Task Force will require funds for meeting and regular volunteer costs associated with travel, accommodation and meal expenses. The 2016 expenses are estimated to be \$10,000 and should be provided from Council discretionary project funds.

#### **DELIVERABLES**

The Task Force will present a report describing the details of the program to be implemented, the guideline that will assist licence holders complete the necessary documentation and the referendum plan to Council no later than December 2016.

Meeting Schedule: At discretion of the Task Force members  
Completion Date: December 2016