

Voting Member, Specialty Committees Chair

Office: Specialty Education

Section: Specialties Unit

Date: November 2013

Position Summary

Reporting to the Associate Director of Specialties and under the aegis of the Committee on Specialties and ultimately the Education Committee, the chair is responsible for providing leadership to advance their Royal College discipline in Canada by focusing the committee on specialty education matters and for coordinating the activities of the specialty committee.

Mandate and Funding

The chair's mandate is a two-year term renewable twice, for a maximum of six years. Chairs are voting members of their specialty committee, and non-voting, ex-officio members of the parent or related specialty committees. Chairs are funded to attend specialty committee meetings held at the Royal College (see the Royal College Travel Policy for details).

Duties and Responsibilities

1. Liaises with specialty committee members, National Specialty Societies (NSS), other professional organizations and the Specialties Unit to coordinate the activities for both in-house and external meetings and collaborate to ensure the sustained health of the discipline.
2. In collaboration with the Specialties Unit, prepares the specialty committee meeting agenda which includes liaising with the appropriate Royal College staff to obtain relevant information and updates, and collating issues and agenda items from members.
3. Prepares responses on behalf of the specialty committee on matters relating to the review of disciplines and review of applications for recognition of new disciplines following consultation with committee members.
4. Collates feedback from members regarding applications for accreditation of new programs, assessment of pre-survey questionnaires and review of accreditation surveys and submits one response on behalf of the committee regarding the recommendation of accreditation status.
5. In collaboration with the Specialties Unit, appoints members to the specialty committee.
6. Provides expert opinion to the Credentials Committee regarding the assessment of individual credentials when appropriate.
7. Provides recommendations to the Examination Committee on matters relating to oversight of the examination, format of the examination and examination chair and

board appointments.

8. In collaboration with the Specialties Unit, coordinates the review and revision of the specialty specific documents (Objectives of Training, Specialty Training Requirements, Specific Standards of Accreditation, and Final In-Training Evaluation Report). This includes facilitating discussions, collating feedback, notifying the Specialties Unit of approval of the various revisions, and providing expert opinion on the feedback received from clinician educators and the Specialty Standards Review Committee.
9. Advises the Royal College on educational matters related to the discipline as required.

Qualifications, Key Competencies and Characteristics

- Must be a Royal College fellow in good standing;
- May be appointed to an additional position on the specialty committee, if required, except program director (see policy on program directors serving as voting members)
- May be appointed to any position on the examination board, except chair, examination board
- Possesses certification and clinical and educational expertise relevant to the specific specialty/subspecialty;
- Demonstrates the ability and willingness to advance the purpose of the Royal College as set out in its mission and vision;
- Demonstrates knowledge of the Royal College systems and processes;
- Demonstrates administrative and organizational leadership;
- Demonstrates a commitment to the activities and programs of the Royal College;
- Demonstrates an ability and willingness to participate effectively in committees and meetings;
- Demonstrates the ability to engage committee members and encourage their active participation in committee activities; and
- Respects confidential information and does not divulge, copy, or release any confidential information except when authorized by the Royal College.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the chair. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.