

Voting Member, Specialty Committees Regional Representative and Community-based Representative

Office: Specialty Education

Section: Specialties Unit

Date: November 2013

Position Summary

Reporting to the chair of the specialty committee, voting members contribute to matters related to their Royal College discipline in Canada.

Mandate and Funding

The mandate for the regional representative and community-based representative is a two-year term, renewable twice, for a maximum of six years. Regional representative and community-based representative are voting members and are funded to attend meetings held at the Royal College (see the Royal College Travel Policy for details).

Duties and Responsibilities

1. Liaises with specialty committee chairs and other committee members, the National Specialty Society (NSS), other professional organizations and the Specialties Unit to actively participate in the activities for both in-house and external meetings and collaborate to ensure the sustained health of the discipline.
2. Provides input on matters relating to the review of disciplines and review of applications for recognition of new disciplines.
3. Provides feedback regarding applications for accreditation of new programs, assessment of pre-survey questionnaires and review of accreditation surveys, and submits a recommendation of accreditation status to the specialty committee chair.
4. Provides expert opinion Credentials Committee regarding the assessment of individual credentials when appropriate.
5. Provides recommendations to the specialty committee chair on matters relating to oversight of the examination, format of the examination and examination board appointments when appropriate.
6. Provides expert opinion on 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 suggesting revisions, raising issues for consideration, identifying implications of changes to the requirements, and providing expert opinion on the feedback received from clinician educators and the Specialty Standards Review Committee.

7. Advises the Royal College on educational matters related to their discipline, as required.
8. The region 4 representative takes the lead on the comparative read of the specialty standards documents after they have been translated to French. This includes being available to answer questions from the Royal College translators.

Qualifications, Key Competencies and Characteristics

- Must be a Royal College fellow in good standing;
- May be appointed to a non-voting position, except program director (see program directors serving as voting members policy)
- May be appointed to the 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 a commitment to the activities and programs of the Royal College;
- Demonstrates an ability and willingness to participate effectively in committees and meetings;
- 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 a voting member. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.