Voting Member, Specialty Committees
Vice-chair and Chair-elect

Office: Specialty Education
Section: Specialties Unit
Date: November 2013

Position Summary

Reporting to the chair of the specialty committee, vice-chairs assist the chair and contribute to matters related to their Royal College discipline in Canada.

Mandate and funding

During the chair's first two-year term, a vice-chair is appointed to the specialty committee. The vice-chair's mandate is a two-year term, renewable once, for a maximum of four years. During the chair's final two-year term, a chair-elect is appointed to the committee and serves as vice-chair. The chair-elect automatically transitions to the chair position at the end of their mandate. Vice-chairs 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 the specialty committee chair 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 (PSQ), and review of accreditation surveys, and submits a recommendation of accreditation status to the specialty committee chair.

4. Provides expert opinion to the 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. Vice-chairs will also be expected to assume the responsibilities of the chair in the event that the chair cannot perform those responsibilities (for example when the program they are affiliated with is being surveyed or if they are unexpectedly unable to attend a meeting).

8. Advises the Royal College on educational matters related to their 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 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 the vice-chair. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.