

Registration Committee Terms of Reference

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Sub – Category: Registration Committee	Amended: June 16, 2016
Last Review Date:	Next Review Date:

Purpose

- To protect the public through a process that ensures each registered midwife has the knowledge, skill, attitude and judgement required to practice as a safe autonomous primary practitioner. These may be new, initial or renewal applications.

Composition

The Committee is composed of 3 – 9 members:

- **Chair** – A member of the Council
- Committee members are appointed by the Council from a list of volunteer registered midwives, with a minimum of a 1 year unrestricted, full time practice in Canada and are in good standing with the College
- President will be Ex-Officio member.

The Role and Responsibility of the Committee Chair

- The Chair’s role is to Facilitate the meeting or conference call
- Provide leadership to assure that the committee charge is met
- Mentor committee members to ensure continuity to the next program year.
- Report to the Council, the workings of the registration committee
- Provide annual report on the committees activity to the College Council

The Role and Responsibility of the Committee

- To advise council on the development and maintenance of the criteria necessary to determine the eligibility for new registrants and renewal of registration of midwives applying to the College of Midwives of Alberta.
- At the request of the Registrar, review any applications to the College of Midwives of Alberta and either grant appropriate licensure or deny with rationale.
- Participate actively in all meetings and conference calls
- Respect different points of views
- Respect time limits
- Ask for clarification when needed
- Provide written or verbal feedback on issues or documents under discussion by the committee
- Serve as a spokesperson for issues related to work of the committee in an effort to assist members in understanding committee decision.
- Provide support and guidance to Registrar and other College of Midwives of Alberta committees.
- Review and recommend revision as needed of registration processes and policies, annually or more often if necessary, to ensure accuracy and currency
- Develop, review and revise supervision and midwifery reporting documentation materials used for registration purposes.
- Ensure all registration decisions are fair, transparent and meet the requirements set out in CMA policy and Midwifery Regulation for the province of Alberta.
- Strike working groups/sub committee's as necessary to carry out work on the Registration Committee

All information, topics discussed and debated within this committee is privileged information and should remain confidential within the group.

Term and removal of Committee Member

- The Committee's term will normally be three (3) years. Each term will alternate so that a few team members overlap from year to year to ensure knowledge transfer and consistency.
- A member on the committee may serve for no more than two (2) consecutive terms.
- Once a Midwife has finished 2 consecutive terms, the member may submit her name for future term(s) after a period of 12 months has passed.
- A member may be removed for just cause before the expiration of their term by special resolution of Council.
- If a member chooses to resign from the committee, unless there are extenuating circumstances, there must be a notice of 3 months.

Reporting

Minutes shall be recorded at all committee meetings and copies submitted to the Registrar. The Registration committee will provide a committee report to the Council at each scheduled Council meeting and an annual report.

Jurisdiction

The Registration Committee functions under the Health Disciplines Act (Part 3 sections 20 - 26). This may be found in Alberta Midwifery Health Disciplines Registrant Handbook or on the College web site.

Governance

Committee reports to Council, Council has final approval.

Our committee makes decisions by consensus; if we can't come to decision by consensus then we will refer issue to council with the lack of consensus noted.

Quorum

The minimum number of people who must be present to make a judgment, or conduct business is called a Quorum. Quorum will be a minimum of 50% of the Committee.

Communications / Meetings

Communication within the team shall be by email, telephone/video conference and / or face-to-face meetings.

Timing of the meetings will be as adaptable as possible to meet the demands of midwifery work. In very rare circumstances that a mandatory meeting is required, members must find coverage for their workload.

Frequency of meetings shall be a minimum of 4 meetings per year and more if required.