

Registration Committee Terms of Reference

Date Approved: January 11, 2013

Amended: June 16, 2016

Last Date Revised: February 19, 2021

Date for Review:



Purpose

To protect the public through a process that ensures each registered midwife has the knowledge, skill, attitude, and judgment required to practice as a safe autonomous primary practitioner.

Composition

The Registration Committee is composed of 3-9 members:

- Chair – this member should be appointed by the College of Midwives of Alberta (CMA) Council;
- Committee members are appointed by the Council and could be composed by CMA Registered Midwives and by CMA Public Members;
- Registered midwives appointed by Council should meet the following requirements:
 - must have had a minimum of 2 years of midwifery practice in Canada as a General Registrant without conditions
 - must be in good standing with the CMA
- President will be Ex-Officio member.

The Role and Responsibility of the Committee Chair:

The Chair's role is to facilitate meetings and conference calls. This means to:

- Provide leadership to assure that the Registration Committee charge is met.
 - Mentor committee members to ensure continuity to the next program year.
 - Report to the CMA Council, the workings of the Registration Committee.
 - Provide annual report on the committee's activity to the CMA Council.
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The Role and Responsibility of the Committee:

- Carry out registration practices that are transparent, objective, impartial and procedurally fair as per the *Fair Registration Practices Act*;
- 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 CMA under the *Health Professions Act*;
- At the request of the Registrar, review any applications to the CMA under the *Health Professions Act* and either approve, defer or refuse the application;
- Respect and maintain confidentiality as per the CMA Oath of Confidentiality;
- Participate actively in most meetings and conference calls;
- Respect different points of views;
- Respect time limits;
- Ask for clarifications when needed;
- Provide written or verbal feedback on issues or documents under discussion by the Registration 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 the Registrar and other CMA committees;
- Review and recommend revision as needed of registration process 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;
- Develop, review and revise activities for New Registrants;
- Review and approve of New Registrant/Mentor/Midwifery Practice applications, using criteria based on the goals of the New Registrant Program;
- Ensure all registration decisions are fair, transparent and meet the requirements set out in CMA's policies and Midwifery Regulations 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 member completes (two) 2 consecutive terms, the member may submit his or 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 Registration Committee, unless there are extenuating circumstances, there must be a notice of 3 months. Members should recuse themselves from committee related work if real, potential, or perceived conflicts of interest exists.

Reporting

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

Jurisdiction

The Registration Committee functions under the *Health Professions Act (Part 1 section 9 and Part 2)* and under the *Fair Registration Practices Act*.

Governance

Committee reports to Council and CMA Council has final approval. CMA'S Registration Committee makes decisions by consensus; If decision cannot be reached by consensus, the matter will be referred to CMA Council.

Quorum

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

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.
