



CPTBC

College of Physical Therapists
of British Columbia

**PROFESSIONAL DEVELOPMENT ADVISORY COMMITTEE
TERMS OF REFERENCE**

1. PURPOSE

The Professional Development (PD) Advisory Committee is an advisory committee authorized by Section 14(13) of the College's Bylaws. The mandate of the committee is to assist in the development of the professional development program for registrants.

2. COMPOSITION, QUORUM and TERMS OF OFFICE

The committee includes at least 5 persons including at least one Quality Assurance (QA) Committee member, and at least one of each of the following:

- a physical therapist registrant who has under five years of practice,
- a physical therapist registrant with between five to ten years of practice
- a physical therapist registrant with between ten to fifteen years of practice
- a physical therapist with more than fifteen years of practice

Additionally, of those on the committee, at least one person should be:

- Two registrants that are on the restricted practice roster for dry needling
- One registrant employed in public practice
- One registrant working in a non-clinical capacity

Additional members may be added at the discretion of the chair in consultation with the QA committee if representation of other professional, sociological or demographic characteristics are deemed beneficial in the course of the committee's activity.

The committee is expected to begin their mandate in July 2022 and have completed its mandate by July 2023.

3. COMMITTEE LEADERSHIP

The QA Committee member of the Professional Development Committee will be appointed Chair.

4. DUTIES AND RESPONSIBILITIES

- a) Attend meetings, come prepared (read materials in advance), actively participate in committee discussions, be respectful and courteous towards other members and staff
- b) Keep public interest mandate at the forefront of all decision making
- c) Work with CPTBC staff and consultants to guide the development of the professional development program.
- d) Abide by the confidentiality provisions of the HPA as they pertain to quality assurance programs.

5. MEETINGS

- a) The committee will meet at least six times through their mandate.
- b) Meetings may be held in person or virtually.
- c) Agendas are developed by the Chair in collaboration with the committee chair and the consultant.
- d) Minutes of meetings are drafted for review and approval by the committee within one week of the meeting. Minutes include any actions arising from the meeting.
- e) Committee members are entitled to a meeting compensation fee and any travel and related expenses as determined by the board

6. VOTING

A consensus model is used to arrive at the preferred course of action. The PD Advisory Committee will, in collaboration with the consultant, provide recommendations to the QA Committee for review and approval.

7. REPORTING

The committee reports through the Chair to the QA Committee.

8. STAFF SUPPORT

The QAP Manager or designate.

9. CONFIDENTIALTY

Committee members must sign the College's confidentiality agreement at the time of appointment.

10. CONFLICT OF INTEREST

Committee members must declare conflicts of interest any time a real, potential, or perceived conflict of interest arises.

Conflict of interest arises when personal, work related or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the committee activities. A conflict of interest may be real, potential or perceived in nature. Conflicts of interest should be declared to the chair of the committee and the individual declaring the conflict may remove themselves from the discussion and voting or ask the committee to decide on whether they should remove themselves.