

ALBERTA SOCIETY OF HEALTH AND SAFETY PROFESSIONALS
PRACTICE REVIEW COMMITTEE TERMS OF REFERENCE



NAME

The name of the committee shall be the Alberta Society of Health and Safety Professionals Practice Review Committee (The Practice Review Committee).

MEMBERSHIP

Membership of The Practice Review Committee shall be comprised of the following:

- two (2) Practice Review Committee Chairpersons (the “Chairs”):
 - one (1) chair appointed from one of the Occupational Health and Safety Generalist Membership Categories (Professional, Practitioner, Candidate); and
 - one (1) chair appointed from one of Occupational Hygiene Membership Categories (Professional, Practitioner, Candidate);
- the Chairs are appointed by the Board as per bylaw 9.4 of the Bylaws of the Alberta Society of Health and Safety Professionals (ASHSP);
- Practice Review Committee Members – Members of The Practice Review Committee will be members in good standing with the Society. In addition to the Chairs, there will be a minimum of four (4) members in each of the two (2) practice streams (Occupational Health and Safety Generalist Category (Professional, Practitioner, Candidate) and Occupational Hygiene Membership Category (Professional, Practitioner, Candidate));
- there is no maximum number of members for The Practice Review Committee. Subject to the minimum required numbers, the Chairs may determine the number of Committee Members required to fulfill the roles and responsibilities of The Practice Review Committee;
- the Occupational Health and Safety Generalist Committee Members shall report directly to the Occupational Health and Safety Generalist Chair;
- the Occupational Hygiene Committee Members shall report directly to the Occupational Hygiene Chair.

MEMBERSHIP SELECTION AND TERM OF OFFICE

Members shall be volunteers from the general membership and appointed by the Chairs in accordance with bylaw 9.6. Practice Committee Members will serve without remuneration but may be compensated for reasonable expenses associated with fulfilling their responsibilities.

The Term of Office of a Practice Committee Member will be for one (1) year, with the opportunity to extend at the discretion of the Chairs. Committee Members will be appointed by the appropriate Chair (Chair of the specific stream of practice) within two (2) weeks of the approval of these Terms of Reference.

At least thirty (30) days prior to the anniversary date of the original appointments, and every subsequent anniversary date, the Chairs shall invite members in good standing to put their names forward for consideration as Practice Committee Members. After receiving the names, the Chairs shall appoint the Practice Committee Members on or before the anniversary date to serve for the upcoming one (1) year Term of Office.

If a position becomes vacant at any time during the Term of Office, then the Chairs may invite members in good standing to put their names forward for consideration to fill the vacant position, and the Chairs may fill any vacancy.

The Chairs may add members to the Practice Review Committee at any time they feel necessary in order to meet the objectives and responsibilities of the Committee.

The Chair may invite individuals from outside of the Society to participate and assist in the business of the Committee.

SCOPE AND RESPONSIBILITY

The Practice Review Committee shall be divided into the two streams of practice (Occupational Health and Safety Generalist and Occupational Hygiene).

Each stream of practice shall be further divided into the following four areas:

- Continual Education
- Experiential Requirements
- Education Requirements
- Competency Testing

The appropriate Chair shall appoint one (1) Practice Committee Member as team lead for each of the four areas listed above. Subject to any direction from the Chair, the team lead shall be responsible to meet the objectives and deliverables associate with their appointed area.

- 1.) **Continual Education** includes the following:
 - working with members and stakeholders to determine acceptable continual education requirements;
 - developing a Continual Education Guideline that includes details of continual education requirements for each applicable category of membership as defined in bylaw 2.1 (Professional and Practitioner); and

- developing a Continual Education Policy that contains
 - the Society's commitment to continual education as a core philosophy, professional best practice, and requirement for membership; and
 - the continual education requirements for each applicable category of membership as defined in bylaw 2.1 (Professional and Practitioner).

2.) **Experiential Requirements** includes the following:

- working with members and stakeholders to develop an Experiential Requirement Guideline that defines the required experience for each applicable category of membership as defined in bylaw 2.1;
- developing a mentorship, sponsorship, or apprenticeship program for Candidate Members; and
- developing an Experiential Requirements Policy that contains the experiential requirements for each applicable category of membership as defined in bylaw 2.1.

3.) **Education Requirements** includes the following:

- working with members and stakeholders to develop an Education Requirement Guideline that:
 - determines specific post-secondary educational requirements for each applicable category of membership as defined in bylaw 2.1; and
 - determines a method of ensuring appropriate minimum educational standards, curriculum, content, and competency testing for educational institutions to ensure that such institutions meet the requirements for each applicable membership category;
- developing an Education Requirement Policy that contains
 - the educational requirements and education institution accreditation process for each applicable category of membership as defined in bylaw 2.1; and
- developing a process for determining educational equivalency in relation to non-accredited post-secondary institutions (e.g., international institutions).

4.) **Competency Testing** includes the following:

- working with members and stakeholders to develop
 - a competency blueprint, defining the type(s) of summative assessment for each competency, and,
 - an agreed upon policy for acceptable testing for each applicable category of membership as defined in bylaw 2.1;
- determining the Society's competency testing requirements for each applicable category of membership as defined in bylaw 2.1;

- if the Practice Review Committee determines that the Society will not rely upon the competency testing requirements of other certifying bodies, then the Practice Review Committee shall
 - develop testing accommodation procedures (e.g., learning disabilities, etc.);
 - form subcommittees that will develop the individual questions, the complete assessments, and evaluate results for each tested cohort to maintain assessment security and revise assessments as needed;
 - develop an appeals policy and procedure; and
 - develop assessment security procedures;

or

- if the Practice Review Committee determines that the Society will require any Alberta-focused supplement to the competency testing requirements of other certifying bodies, then the Practice Review Committee shall
 - develop testing accommodation procedures (e.g., learning disabilities, etc.);
 - form subcommittees that will develop the individual questions, the complete assessments, and evaluate results for each tested cohort to maintain assessment security and revise assessments as needed;
 - develop an appeals policy and procedure; and
 - develop assessment security procedures.

In addition to managing the general business of the Practice Review Committee and other responsibilities set out in these Terms of Reference, the Chairs are responsible for the following:

- writing an annual report pursuant to bylaw 9.8 and submitting the annual report to the Board within thirty (30) days of the Annual General Meeting.

CONFLICT OF INTEREST

Membership in the Committee is open to any member in good standing, subject to the bylaws, these terms of reference, and the following exceptions:

- a member is not eligible to be a Committee Member of the Educational Requirements Sub-Committee if they are an instructor or is otherwise employed by any educational institution that offers an educational program in any of the streams of practice;
- a member is not eligible to be a Committee Member of the Continual Education Sub-Committee if they are an instructor or is otherwise employed by any educational institution that offers an educational program in any of the streams of practice; and
- a member is not eligible to be a Committee Member of the Competency Requirements Sub-Committee if they are involved in the competency testing development or implementation for any certifying body that is being considered by the Committee.

GOVERNANCE

The Practice Review Committee is responsible to the Board and shall report to the Board of Directors.

1. General Business:

Subject to the Bylaws and these Terms of Reference, the Practice Review Committee may establish its own process for the creation, review, and maintenance of the Practice Review Committee Policies and Procedures.

2. General Meetings:

The Practice Review Committee shall continuously work on its responsibilities but each of the two (2) streams of practice (Occupational Health and Safety Generalist and Occupational Hygiene) sub-committees shall hold a minimum of four (4) general meetings during the Term of Office.

All general meetings shall be called by the appropriate Chair who shall preside over all meetings of the Committee. If the appropriate Chair is unable to attend a meeting, the Chair may appoint another appropriate member of the Committee to preside over the meeting.

The Committee may establish its own process for conducting a general meeting.

The appropriate Chair plus one half of the appropriate Committee Members shall constitute quorum at a general meeting.

The Chairs may, at any time, call a joint meeting of Committee Members from both streams of practice (Occupational Health and Safety Generalist and Occupational Hygiene).

A general meeting may be held by any means that allows all attending Committee Members to communicate with each other.

3. Specific Appeal/Review Matters:

Any meeting or hearing held for the purposes of addressing an appeal/review made by an applicant for any reason shall be conducted in accordance with the Practice Review Committee Policies and Procedures.

RELATIONSHIP TO OTHER COMMITTEES /ENTITIES

The Practice Review Committee may consult with the Board, Executive Committee, Officers, Board Members, or other Society Committees as it determines necessary to fulfill its responsibilities.

APPROVAL

The Terms of Reference for the Practice Review Committee were approved by the Board on February 27, 2018.