

Terms of Reference
Alberta College of Pharmacy
COMPETENCE COMMITTEE
June 2023

Type of Committee: Statutory

Framework for the Program

The College's Competence Program will be developed and administered consistent with the Philosophy and Principles for ACP's Competence Program approved by the Council (Appendix 1).

Purpose:

1. To fulfil the legislative responsibilities of the Competence Committee as outlined in the *Health Professions Act*¹ and Standards of Practice for continuing competence².
2. To advise the Competence Director in matters regarding development and maintenance of a continuing competence program that provides for regulated members to maintain competence and to enhance the provision of professional services.

Objectives:

1. To fulfil the responsibilities of the Competence Committee under the Standards of Practice for continuing competence, including the responsibilities under Sections 51-52 of the *Health Professions Act*, with respect to the Continuing Competence Program.
2. To exercise the authority of the Competence Committee under the Standards of Practice for continuing competence with respect to actions to be taken.
3. To exercise the authority of the Competence Committee under Sections 40-41 of the *Health Professions Act* with respect to practice permits.
4. To fulfil the responsibilities of the Competence Committee under Sections 45.1 of the *Health Professions Act* with respect to applications for reinstatement under Part 4, Professional Conduct.
5. To make recommendations, at the request of Council or the Competence Director, on continuing competence requirements and the assessment of those requirements.

Membership:

1. Council will appoint at least five clinical pharmacists and at least three pharmacy technicians for a term of up to 3 years; members may be reappointed for a 2nd term.
2. The Competence Director (ex-officio member).
3. In accordance with Section 11 of the *Health Professions Act*, the Competence Committee may appoint one or more persons to inquire into and report to the committee with respect to committee related matters.

Panels:

In accordance with Section 18 of the *Health Professions Act*, the Competence Committee Chair may designate 3 or more members of the committee to sit as a panel of the committee to carry out any power or duty of the Competence Committee.

¹ https://kings-printer.alberta.ca/1266.cfm?page=H07.cfm&leg_type=Acts&isbncln=9780779786886&display=html

² <https://abpharmacy.ca/standards-practice>

Function:

To achieve the committee objectives, committee members must:

- Have a combination of knowledge, skills, and experience suitable for fulfilling the responsibilities of the committee.
- Be familiar with the:
 - *Health Professions Act*,
 - Standards of Practice for continuing competence,
 - Continuing Competence Program Manual for pharmacists,
 - Continuing Competence Program Manual for pharmacy technicians, and
 - Council's strategic direction.
- Be objective and fair when making decisions about a competence case.
- Enter into a confidentiality undertaking and abide by the Alberta College of Pharmacy privacy policy at all times.
- Be reasonably available to meet (either in-person or virtually).

Meetings:

Type	Objective	Owner	Audience	Format	Frequency	Quorum
Competence cases	To make decisions regarding competence cases	Competence Director	Panel of at least 5 committee members including pharmacists and pharmacy technicians as appropriate	Virtual (e.g., Zoom, tele-conference)	2-3 times/year; and at the call of the Competence Director	5 committee members
Committee discussion	To review aggregate results of the Continuing Competence Program; To discuss emerging competence, practice, and health system trends for the purpose of identifying the learning needs of pharmacists and pharmacy technicians and potential professional development opportunities	Competence Director	All committee members; Invited guests	In-person meeting	2 times a year; and at the call of the Chair and Competence Director	65% of committee members

Governance and reporting:

Refer to Responsibility Matrix (Appendix 2).

The Council is responsible for approving:

- the Philosophy and Principles of the Competence Program,
- the Standards of Practice for Continuing Competence,
- the Continuing Competence Program Manuals, and
- appointing members to the Competence Committee, including a chairperson and vice chairperson.

The Registrar is responsible to the Council to ensure that the college's Continuing Competence Program is:

- administered in accordance with the *Health Professions Act*,
- developed and administered consistently with the philosophy and principles for the program established by the Council, and
- developed and operates within the strategic and business plans of the college.

The Committee will report to the Council at least annually. Report will include, but may not be restricted to, a summary of:

- results from competence assessments conducted, and
- emerging learning and competence needs based on practice and health system trends identified by the committee.

Original TOR: November 2000

Revision Dates: January 2001, February 2003, June 2006, December 2012, March 2016, March 2017, July 2018 (name change), June 2023

Appendix 1: Philosophy and Guiding Principles for ACP's Continuing Competence Program

Philosophy

The Alberta College of Pharmacy compels professional growth that empowers and enables pharmacists and pharmacy technicians to continuously enhance their practices, embody ACP's tenets of professionalism, and support Albertans' health and well-being. With a shared vision of excellent pharmacy practice that includes professionalism, ACP works with registrants in a diverse and holistic approach to identify personal competence goals and milestones signifying success, and ensures that learning transfers into practice.

Guiding Principles

The five guiding principles of the Continuing Competence Program are:

1. **Diverse:** to accommodate different practices and learning approaches that active learners engage in
2. **Engaging:** to inspire career-long learning, peer-to-peer interaction, and opportunities to connect with mentors, thought leaders, and subject matter experts
3. **Forward-looking:** to help meet the changing needs of Albertans, integrate with other ACP programs, and provide support throughout careers
4. **Sustainable:** to anticipate growing and diverse populations and use evidence informed tools and methods applicable to a variety of practices
5. **Accountable:** meets legislative requirements and provides reliable assessments and measures that confidently establish that pharmacy professionals are competent to provide safe and effective care

Appendix 2: Responsibility matrix of tasks per legislation and Continuing Competence Program Manuals

Legend	
HPA	<i>Health Professions Act</i>
SPCC	Standards of Practice for continuing competence
CCP	Continuing Competence Program Manuals
R	Responsible for execution
A	Approves the task
C	Consulted during the task
I	Informed during the task

The tasks that the Competence Committee has authority to approve are **highlighted in green**.

Task	Applicable document	Council	Competence Committee	Competence Director
Establish a competence committee <ul style="list-style-type: none"> Council appoints members of the competence committee; no fewer than 3 members Council designates chair of committee 	HPA <i>Section 10</i>	A, R		C
Establish a continuing competence program	HPA <i>Section 50</i>	A	C	R
Approve continuing competence requirements and assessment of those requirements	HPA <i>Section 10(6)</i>	A	C	R
Establish standards governing the operation of the Continuing Competence Program	HPA <i>Sections 3, 133</i>	A	C	R
Appoint person(s) to inquire into and report to the competence committee with respect to committee related matters. Committee chair may designate 3 or more members of the committee to sit as a panel to carry out the power and duty of the competence committee; chair may designate the chair of panel	HPA <i>Sections 11, 18</i>		A	R
Direct/conduct practice visits and provide members with findings and result of visits; since authorized to provide practice visits, committee shall not carry out any power or duty regarding registration applications (HPA, Sections 28-30)	HPA <i>Section 51(1)</i>		A	R
Consider practice permit renewal applications in relation to the completion of continuing competence program requirements; may approve, impose conditions, suspend, or refuse application; provide decision and direction to registrar	HPA <i>Sections 40-44</i>	review if requested	A	R

Task	Applicable document	Council	Competence Committee	Competence Director
<p>Refer member to the complaints director:</p> <ul style="list-style-type: none"> If member provided false or misleading information If from practice visit, member displayed lack of competence, appeared incapacitated, or was unprofessional and behaviour cannot be remedied through the competence program If member failed or refuse to comply with the competence program requirements – considered unprofessional conduct 	HPA <i>Section 51.1</i>		A	R
Require members to provide Continuing Professional Development records and undergo an assessment.	SPCC <i>Standards 3-13</i>		A	R
<p>If member fails to comply with the competence program rules or does not satisfy an audit, assessment, or practice visit, competence committee may direct action under Standards 7, 14, and 15 of the SPCC, such as:</p> <ul style="list-style-type: none"> direct additional activities, prescribe an assessment, impose conditions on permit. 	HPA <i>Sections 40-41</i> SPCC <i>Standards 7, 14, 15</i> CCP Manual <i>35 (RPh), 36 (RPhT)</i>	review if requested	A	R
Review application from person whose registration was cancelled due to unprofessional conduct; committee may deny application or direct registrar to reinstate or impose conditions or permit.	HPA <i>Section 45.1</i>	review if requested	A	R
Oversee the audit of professional portfolios; determine the nature and scope of audits.	CCP Manual <i>26-27 (RPh) 27-28 (RPhT)</i>		A	R
Appoint auditors to audit professional portfolios.	CCP Manual <i>28 (RPh) 29 (RPhT)</i>		I	A, R
<p>Notify registrant of results; refer cases to the competence committee if:</p> <ul style="list-style-type: none"> Results unsatisfactory and non-compliance is serious. Registrant has failed to complete program requirements. 	CCP Manual <i>31-39 (RPh) 32-40 (RPhT)</i>		C	A, R