

Continuing Competency Committee

Policy Section: Terms of Reference	Policy Number: TR-9	Approved By: Deb Elias
Regular Council Policy Review Frequency: Every five years	Date Approved: June 4, 2018	Date Reviewed/Revised: December 14, 2023

Purpose:

Make decisions regarding the continuing competency program including follow-up from the review in the best interest of the public.

Authority:

- 1) Determine criteria for selection for the annual continuing competence program review.
- 2) Determine the minimum passing standard for the self-development plan based on pre-determined program outcomes.
- 3) Determine remedial pathways based on pre-determined program outcomes.
- 4) Make decisions regarding RN's continuing competency. Decisions may include:
 - a) Determine that no further action of the RN is required;
 - b) Determine that remedial action is required.
 - c) Remedial actions the committee may direct the RN to complete include:
 - i. course work;
 - ii. a workshop;
 - iii. a reflective paper;
 - iv. any other remedial activity the committee determines to be appropriate.
- 5) The committee may refer the Registrant to the CEO/Registrar as per the College of Registered Nurses of Manitoba General Regulation 2.30.

Composition:

- 1) The CEO/Registrar shall appoint six committee members including two public representatives;
- 2) The CEO/Registrar shall appoint a staff resource to the Committee;
- 3) The four registered nurse members of the Committee, three of whom shall each have at least four years nursing experience, shall be:
 - a) two direct care nurses;
 - b) one nurse practitioner; and
 - c) one nurse practicing in an administrative, education or research area.
- 4) The CEO/Registrar shall appoint a member as the chair;
- 5) The Committee shall reach consensus where possible. If a vote is taken, the chair shall vote only in the event of a tie.



Term:

- 1) Term of office is for three years. Members may serve two consecutive terms. A committee member may have their term extended and/or be allowed to serve a third term at the discretion of the CEO/Registrar.
- 2) Four members shall constitute quorum. At least one member must be public representative.

Meetings:

- 1) Meetings will be held annually in the first quarter of the year to establish criteria and supporting documents for the continuing competency program and review.
- 2) Additionally, one-two meetings are held to review RN's continuing competency results at the call of the chair.