

Registration Committee

Terms of Reference

BCCOHP's governance structure is focused on transparent decision making in the public interest.

BCCOHP committees are accountable to the Board. Each committee has specific duties and responsibilities that help the Board meet its mandate. Committees support the Board and help the Board to meet its regulatory responsibilities.

Committee members collaborate with professional staff to meet BCCOHP's mandate.

Mandate

The Registration Committee is responsible for granting registration and certification. The committee reviews and monitors the policies, procedures and provisions for registration and certification in the best interest of the public and decides whether to approve or deny non-routine applications for initial registration, annual renewal and reinstatement.

Composition

The committee consists of at least 12 persons appointed by the Board. The recommended composition is:

- At least 8 registrants or certified dental assistants
- At least 4 public members

At least 1/3 of the total membership must consist of public members. Board members cannot be a member of the Registration committee.

The Board appoints committee members for terms of 1 or 2 years, to a maximum of 6 consecutive years.

Panels

This committee may meet in panels of at least 3 committee members appointed by the committee chair. A panel has the same powers as the committee. The panels must be 1/3 public members.

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Files regarding certified dental assistants, dental hygienists, dental technicians, dental therapists, dentists or denturists will be reviewed by panels with at least one certified dental assistant, dental hygienist, dental technician, dental therapist, dentist or denturist.

Panel composition will consist of members with the necessary expertise and competencies to deal with the matter being considered.

Composition Matrix

BCCOHP will aim to appoint individuals with the following competencies to join the Registration Committee:

Lived experience

Lived experience accommodating or navigating a spectrum of physical, mental health, or cognitive abilities, the knowledge of which can enhance relevant, thoughtful decisions that protect the public

Assessment

Experience assessing performance and facilitating assessments or inspections to determine if qualifications have been met.

Dentistry Practice

Familiarity with oral health, and domains of practice (clinical, education, research, and administration).

Education/Examinations

Knowledge and experience with the development and administration of education programs and examinations.

Registration processes/requirements

Experience in, understanding of, and sensitivity to the effects or stress or potential stress on individuals involved in a complaint process, and experience in creating safe spaces and trust-building processes.

International Health Professional/Graduate

Understand the process for becoming a health professional in Canada with foreign credentials, or, ideally, have experience in navigating that process.

Authority

The authority of this committee derives from Part 2, Section 20 of the *Health Professions Act* (HPA) and BCCOHP Bylaw Part 6 (Registration), Part 7 (Registrant Certification) and Part 9 (Certified Dental Assistants).

Duties and Responsibilities

The committee is responsible for granting registration and certification, including reinstatement of a person as a member of BCCOHP. This committee fulfills its duty by delegating to the Registrar/CEO responsibility for most day-to-day operations.

In accordance with the HPA and the bylaws, the committee:

- (a) reviews and assesses the requirements for registration and certification under Part 6 and 9 of the bylaws and makes recommendations to the Board for amendment of same;
- (b) makes registration and certification decisions that are outside of those delegated to the Registrar/CEO;
- (c) reviews and monitors registration and certification decision-making policies and procedures to ensure they are transparent, objective, impartial and fair;
- (d) reviews and monitors the implementation of the provisions of the legislation and bylaws (Part 6 and 9) related to registration and certification;
- (e) reviews the standards of education and experience required for registrants and certified dental assistants in other Canadian jurisdictions and recommends to the Board jurisdictions for recognition; and
- (f) reviews and assesses, at least every two years, the committee's terms of reference and makes recommendations to the Board for amendment of same.

Meetings and expectations

The committee schedules meetings once a month but may cancel meetings or meet more often if necessary.

Committee meetings are during the business day for up to two hours long and members are required to review committee meeting materials and be prepared for meetings. Schedule and meeting length are dependent on member availability and committee workload.

Committee members are compensated for attending meetings in accordance with BCCOHP's Remuneration and Expense Policy.

Expectations:

In addition to the expectations for all committee members, members of the Registration Committee are expected to:

- Be aware of real or perceived conflict of interest they may have and to declare any conflicts of interest during meetings. Committee members must recuse themselves from any discussions or decision in which they have a conflict.
- Be familiar with the bylaws specific to the committees, including the categories of registration and certification.