

Licence Committee

Terms of Reference

BCCOHP's committees are established by and accountable to the Board. Each committee has specific duties and responsibilities that help the Board meet its responsibility for ensuring that the organization's mandate – regulation of oral health care in the public interest – is carried out effectively and efficiently on behalf of British Columbians. Committee members collaborate with professional staff to achieve this.

Committees comprise members who reflect the importance of diversity, gender equality, professional experience, knowledge and skill.

Mandate

The Licence Committee is accountable to the Board in overseeing BCCOHP's licence and certification programs in accordance with Part 3, Divisions 2 and 3 of the *Health Professions and Occupations Act* (HPOA) and Parts 6 and 7 of the BCCOHP bylaws. The Licence Committee makes decisions whether to approve or deny non-routine applications for the issuing, renewing or reinstatement of a licence or certification.

Composition

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

- At least eight licensees
- At least four public members

At least 1/3 of the total membership must consist of public members. A Board member cannot be a member of the Licence Committee.

The Board appoints committee members for terms of two or three years, to a maximum of six consecutive years.

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Panels

The Licence Committee may meet in panels of at least three committee members appointed by the committee chair. A panel has the same powers as the committee.

The panels meet to consider applications to issue, vary, renew or reinstate an applicant's licence. If a panel is making an application decision regarding a designated health profession, at least one member of the panel must be of the same designated health profession.

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

Composition Matrix

To effectively fulfill their roles and responsibilities, committee members should possess a diverse set of competencies that align with the organization's mission and strategic objectives. More information about the various competencies can be found in the Guide for Committee and Advisory Working Group Members.

In addition, committee members should possess, or be willing to learn, the following competencies:

Lived experience

Lived experience accommodating or navigating a spectrum disability, health, culture, identity, or systemic barriers, 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.

Oral health 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.

Licensing processes/requirements

Understanding the process, procedures and requirements of the licensing and certification program at BCCOHP and be able to evaluate information and determine eligibility.

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.

Diverse Perspectives

Represent a range of perspectives, including the perspectives of Indigenous persons and other persons from equity-denied communities.

Authority

The authority of the Licence Committee derives from Part 3, Divisions 2 and 3 of the *Health Professions and Occupations Act* (HPOA) and Part 6 (Licensing) and Part 7 (Certification) of the BCCOHP bylaws.

Duties and Responsibilities

The Licence Committee is responsible for issuing, renewing and reinstating licences and certifications. The Licence Committee fulfills its duty by delegating to the Registrar responsibility for most day-to-day operations.

In accordance with the HPOA and the bylaws, the Licence Committee:

- (a) makes licensing and certification decisions that are outside of those delegated to the Registrar, including equivalency determinations and adverse application decisions;
- (b) directs the registrar to issue provisional licences;
- (c) conducts hearings with respect to an adverse application decision of a licence application;
- (d) reviews and monitors licensing and certification decision-making policies and procedures to identify any prohibitions, requirements, limits and conditions imposed on extra jurisdictional applicants that do not substantially lower the risk of harm to the public;
- (e) directs or approves examinations and assessments conducted by BCCOHP;
- (f) reconsiders refusals to issue, renew or reinstate a certification; and
- (g) reviews and assesses the requirements for licensing and certification under Parts 6 and 7 of the bylaws and makes recommendations to the Board for amendment of same.

Meetings and Expectations

Meeting Schedule

The Licence Committee meets monthly but this cadence may vary based on need.

Committee meetings may be up to one hour in length, 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.

At least one training sessions is conducted each year and is mandatory for members.

Quorum Requirements

Under the bylaws, a majority of the committee must be present and at least 1/3 of the members present must be representatives of the public. Committee members are expected to attend all meetings in order to have quorum.

For panel meetings, all members of the panel must be present if the panel has fewer than four members. At least 1/3 of the panel must be public members.

Decision-making

Committees will come to decisions by consensus or by majority vote if, despite reasonable efforts, the committee is unable to arrive at a decision by consensus.

Remuneration

Committee members are compensated for attending meetings in accordance with BCCOHP's Remuneration and Expense Policy. This policy is currently being updated.