



College of
Midwives
of Ontario

Ordre des
sages-femmes
de l'Ontario

Non-Council Committee Member

**Application Guide for Members of
the Public**

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Regulating in the Public Interest

The College of Midwives of Ontario is responsible for regulating the profession of midwifery in the public interest. The work of the College is directed by its Council which is composed of elected professional members and members of the public appointed by the Lieutenant Governor through the Public Appointments Secretariat. The work of the Council is supported by its committees in making regulatory decisions in the public interest.

Why Apply to Be a Non-Council Committee Member?

Public participation is important and necessary in fulfilling the public interest mandate of the College. Public members serving on College committees bring their own knowledge and expertise to the decision-making process and regulatory work.

What Do Committees Do?

Committees perform functions assigned to them under the authority of the *Regulated Health Professions Act, 1991 (RHPA)* and are established by the College's Council. Non-Council committee members are appointed for one-year terms, up to a maximum of six consecutive terms. The following College committees may have non-Council members:

Quality Assurance Committee

The Quality Assurance Committee is mandated to ensure protection of the public interest by administering the Quality Assurance Program (QAP), including the peer and practice assessment program. The QAP is designed to assure that knowledge and professional judgment of midwives remains current throughout their professional careers and that they continue to provide safe and ethical care to their clients.

Registration Committee

The Registration Committee is mandated to ensure protection of the public by recommending policies to Council, ensuring that registration policies and processes meet the standards of good regulation, and are transparent, objective, fair, and impartial.

The Registration Committee also considers referrals of applications for initial registration, re-registration and class changes that do not meet the minimum requirements set out in the Registration Regulation. The Registration Committee has the power to direct the Registrar to issue,

revoke, refuse or apply terms, conditions and limitations to an application for registration.

Client Relations Committee

The Client Relations Committee is mandated to ensure protection of the public interest by developing policies and procedures to prevent sexual abuse of clients by members and to define appropriate professional relations between the members of the College and their clients.

In addition, the Client Relations Committee administers the funding program for therapy and counselling for clients who make a complaint to the College about sexual abuse by members or are the subject of a Registrar's investigation involving allegations of sexual abuse by members, at the time the allegation of sexual abuse is made.

Investigation, Complaints and Reports Committee

The Inquiries, Complaints and Reports Committee investigates public complaints and information that the College receives through mandatory and permissive reports regarding concerns related to professional misconduct, incompetence, or incapacity. Based on this, the Committee decides whether the concerns warrant a referral to the Discipline or Fitness to Practise Committees, or if some other action would better serve the public interest.

Discipline Committee

When a midwife has been referred by the Inquiries, Complaints and Reports Committee because of the serious nature of the alleged professional misconduct and/or incompetence, the Discipline Committee holds a hearing.

Discipline hearing panels are appointed from the Committee and must be composed of at least two public members of the Council of the College and at least one professional member of Council. The panel has a designated chairperson and is responsible for writing its own decisions.

Fitness to Practise Committee

The Fitness to Practise Committee considers cases of incapacity that are referred by the Inquiries, Complaints, and Reports Committee. The Fitness to Practise Committee consists of members of the public and the profession; Fitness to Practise panels are appointed from the Committee and must be composed of at least one public member.

Fitness to Practise hearings are closed to the public unless the midwife who is alleged to be incapacitated requests that it be open to the public. The hearing requires the Fitness to Practise panel to make a finding on whether a person is incapacitated and if so, what order would be most appropriate.

The terms of reference of each committee can be found [here](#).

Time Commitment and Compensation

The number of committee meetings and panels held per year varies depending on the committee. The time commitment of each committee is outlined [here](#). Non-Council members who are members of the public are compensated for their time and reimbursed for their expenses at a rate comparable to public members of the Council. A summary of compensation and allowable expenses can be found in Schedule 1 of the College's Fees & Remuneration by-law found [here](#).

In order to be eligible for appointment, applicants must meet the requirements set out in the [by-laws](#) (6.12). Included in the requirements is the completion of the College's Governance Education Modules (GEM). GEM is an online educational training program that introduces applicants to the regulation of midwifery in Ontario and the role of the College and its committees. Click [here](#) to access GEM.

The Executive Committee of the Council recommends appointments based on the selection criteria and identified areas of expertise in order to complement the collective competencies of any given committee.

The application form includes a checklist of competencies where applicants are able to self-identify relevant experience. Applicants are also encouraged to highlight in their letters of interest any characteristics, qualifications or expertise relevant for consideration.

The College makes regulatory decisions in the public interest and is committed to diversity, accessibility and reducing barriers to participation in the governance work of the College. If you are an individual who identifies as a member of an equity-seeking group or may require accommodation to participate in Committee work, please include this information in your letter of interest.

Application Requirements

All applicants must submit the following:

- Letter of Interest
- Current Curriculum Vitae
- Application Form
- Declared Conflict of Interest form
- Agreement to submit a Criminal Record Check upon offer of appointment

Any inquiries or requests for assistance regarding the application process or to submit an application, please contact the College at cmo@cmo.on.ca or by phone at 416-640-2252.



Public Non-Council Committee Member Application Form

SECTION 1 – APPLICANT INFORMATION

Full Name: _____

Mailing Address: _____

Phone Number: _____

Email: _____

SECTION 2 - ELIGIBILITY DECLARATION

I am proficient in English or French;

I am **not** a regulated health professional;

I have **not** been a director, Board member, officer or an employee of the Association of Ontario Midwives (AOM) or the Canadian Association of Midwives in the previous twelve (12) months;

I have **not** been director, owner, or board member of a midwifery educational institution in the previous twelve (12) months;

I am **not** a member of a council of any other college regulated under the RHPA;

I principally reside in Ontario;

I have completed the College of Midwives of Ontario Governance Education Modules;

If considered for appointment, I agree to provide a Criminal Record check upon request.

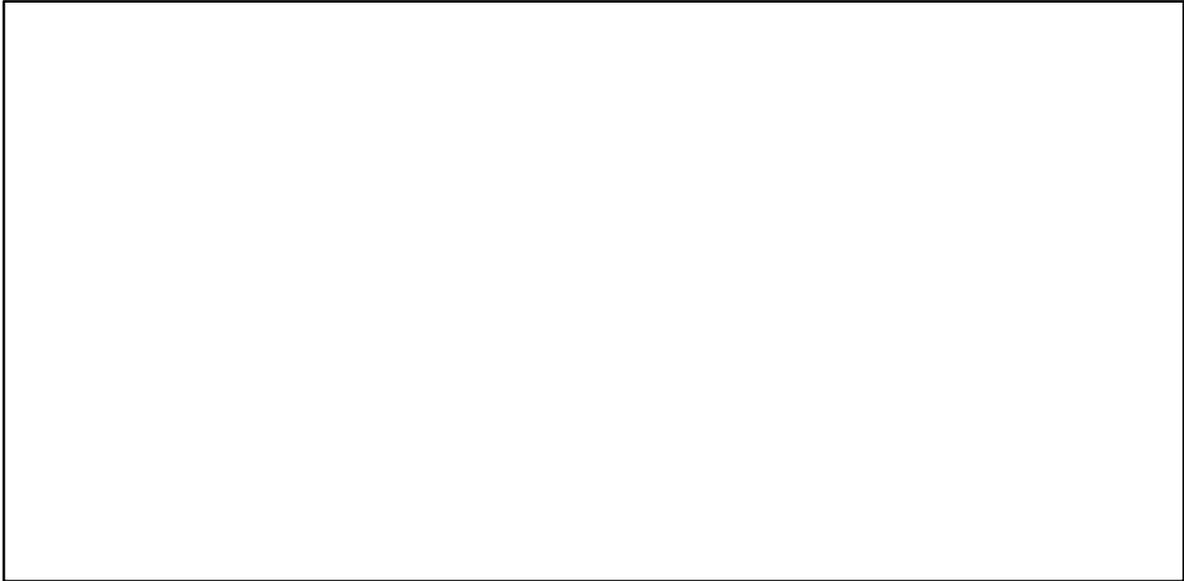
SECTION 3 – SELF-IDENTIFIED COMPETENCIES

Self-identified competencies are considered to ensure collective expertise is represented on committees. Having or lacking any given competency is not a guaranteed indicator of appointment. Please review the listed competencies and descriptions below and indicate any experience.

COMPETENCY & DESCRIPTION	YES	NO	SOMEWHAT
Governance/Board Experience <ul style="list-style-type: none"> • Understanding of good governance principles and practices and the board/Council role in the provision of strategic direction, oversight and accountability. • Understanding of the distinction between the role of the board versus the role of management 			
Strategic Thinking <ul style="list-style-type: none"> • Familiarity with approaches and concepts for setting strategic direction for an organization aligning the organization's program initiatives with its strategic objectives • Can think long term, set long term goals and identify a path to achieving long term objectives 			
Regulation of Health Professionals <ul style="list-style-type: none"> • Familiarity with professional regulation, principles and approaches • Knowledge of the Regulated Health Professions Act, the Midwifery Act and/or other relevant legislation and regulations. 			
Policy Development <ul style="list-style-type: none"> • Knowledge and familiarity with policy development & approval process. • Knowledge of policy implementation and evaluation methods. 			
Public Relations & Communications Knowledge of the following: <ul style="list-style-type: none"> • Public relations and communications • Stakeholder engagement • Media relations • Strategic communications 			
Health Care Systems and Policy Knowledge and understanding of: <ul style="list-style-type: none"> • The health care system in Ontario and Canada and how these systems intersect and impact the public. • The potential impact of policy decisions on the public; able to think strategically about systemic issues and the role of the organization in the broader regulatory and profession-specific sectors. 			

<p>Government & Public Sector Relations</p> <ul style="list-style-type: none"> • Understanding of the workings of the Ontario government and how to influence government and achieve policy objectives • Understanding of the various roles and authority of Ministry of Health and Long-Term Care 			
<p>Risk Management</p> <ul style="list-style-type: none"> • Understands the concept of risk-based regulation, management and commits to identification and mitigation of organizational risk. • Ability to think critically to ensure the effective management of potential risks and uncertainty 			
<p>Financial Literacy & Management</p> <ul style="list-style-type: none"> • Has an understanding of finance and generally accepted accounting principles • Understanding of the financial planning process and short and long-term financing • Familiarity with budgeting and forecasting policy 			
<p>Patient/Client Advocacy</p> <p>Experience in patient advocacy, including:</p> <ul style="list-style-type: none"> • Patient/client rights • Matters of privacy and confidentiality • Informed consent • Awareness building, support and education of patients and their carers 			
<p>Social Justice & Equity</p> <ul style="list-style-type: none"> • Knowledge and understanding of historical context of colonization and its continued impact on the power dynamics in society, social relationships, and in/exclusion. • Has an understanding and/or lived experience of issues and concepts relating to social justice, discrimination, racism and how they influence and impact systems, institutions, and practices. 			

Any other qualities, or skills you would like to share for consideration:

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above. The box is currently blank.

Section 4 – Committee Expression of Interest

Please indicate at least two committees to which you are interested in being appointed. If you are interested in more than two appointments, please indicate in order of preference.

Committee	Preference (e.g., 1,2,3)
Client Relations Committee (CRC)	
Inquiries, Complaints and Reports Committee (ICRC)	
Quality Assurance Committee (QAC)	
Registration Committee	
Discipline/Fitness to Practise Committees	

Signature of Applicant: _____

Date: _____

Important Information:

Please return the application form (3 pages) along with your Letter of Interest, Curriculum Vitae and Conflict of Interest form to the College of Midwives of Ontario by mail: 21 St. Clair Avenue East, Suite 303, Toronto, Ontario, M4T 1L9 or by email: cmo@cmo.on.ca.



Conflict of Interest Declaration Form

All non-Council Committee members are expected to act impartially in carrying out their responsibilities. When applying for appointment as a non-Council Committee member to the College of Midwives of Ontario, you are required to disclose any interests which conflict, could conflict or may reasonably be seen to conflict with your responsibilities as a non-council committee appointment on any of the College's statutory committees.

Pursuant to the College's General By-law (s. 8.02), a committee member would be perceived to have a conflict of interest if a reasonable person, knowing the relevant facts, would believe that the committee member's position or relationship with another organization, or the committee member's personal interests, whether financial or otherwise, would be sufficient to influence the objective discharge of the committee member's official duties.

Name: _____

Declaration:

I have no conflicts of interest to declare at this time.

I have interests to declare which may actually, potentially or be perceived to conflict with my responsibilities as a non-Council member. If you are not sure, please explain. Attach additional sheets if you need more space:

I, _____, declare that the information provided on this form is a complete and accurate statement of any actual, potential or reasonably perceived conflict(s) of interest affecting me as a candidate for the College's statutory committee of which I am aware at this time.

Applicant Signature: _____

Date: _____



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