



## Expert Consultant Job Description

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### Expert Opinions

The Inquiries, Complaints, and Reports Committee (“ICRC”) of The College of Midwives of Ontario (“the College”) obtains independent expert opinions to assist them in the consideration of some complaints and Registrar investigations (Reports). Expert opinions are typically requested by the ICRC for high risk and/or serious matters and when there is a potential, or consideration, of a referral to Discipline. The issues differ but are typically relate to cases dealing with mortality or significant morbidity. The College’s need for opinions varies on ICRC caseload and the scope of individual opinions are case dependent.

### Becoming an Expert

The College is seeking midwives to work as experts who will provide independent expert opinions on behalf of the College.

Experts are midwives who are contracted by the College to provide an independent opinion as to whether or not a midwife met the minimum standards of practice for the profession and/or is incompetent. To do this, experts will consider the College’s standards; their clinical, research, or teaching experience; as well as what is published in standard textbooks, and professional publications.

Should the matter be referred to Discipline, the expert may be called to testify at a hearing about the opinion provided.

### Eligibility

To be an expert, an applicant must be a member registered in the General or Inactive Class and not closely affiliated with the College in the preceding 5 years.

An applicant expert must also meet the following criteria at the time of application:

- Is not in default of payment of any fees prescribed by College by-law;
- Is not the subject of any disciplinary or incapacity proceeding, in any jurisdiction;
- Has not been the subject of any professional misconduct or incompetence finding in any jurisdiction;
- Has not had their certificate of registration revoked or suspended in any jurisdiction for any reason other than non-payment of fees;
- Does not have a notation on the register of a finding of professional negligence or malpractice made against them;
- Does not have a notation on the register of a criminal charge or a charge under the *Health Insurance Act* or the *Controlled Drugs and Substances Act*;
- Does not have a notation on the register of a criminal finding or a finding of guilt under the *Health Insurance Act* or the *Controlled Drugs and Substances Act*;
- Does not have a notation on the register of a charge in relation to any provincial or federal offence;
- Does not have a notation on the register of a finding of guilt made by a court in relation to any provincial or federal offence;



- Is not subject to any revocations, suspensions or restriction of privileges with a hospital, birth centre or health facility in Ontario reported to the College under section 85.5 of the *Health Professions Procedural Code*;
- Is not subject to a term, condition, or limitation imposed by either the Discipline Committee or the Fitness to Practice Committee on their certificate of registration;
- Does not have a notation on the register of an undertaking provided to the College in relation to a matter involving their conduct or capacity;
- Is not currently the subject of an interim order made by a panel of the Inquiries, Complaints and Reports Committee;
- Does not have a notation on the register of having been ordered to appear before a panel of the Inquiries, Complaints and Reports Committee to be cautioned in the preceding three (3) years;
- the Member does not have a notation on the register of having been ordered to complete a specified continuing education or remediation program required by a panel of the ICRC in the preceding three (3) years;
- Has not been a director, board member, officer or employee of a Professional Association in the previous 12 months.
- Is not and has not been an employee of the College during the previous two (2) years;
- Not in any default of returning any information or form required under the Regulations or the by-laws to the College.

### Qualifications

To be considered as an expert, an applicant must have the following qualifications:

- Experienced practitioner with a minimum of 5 years of practice;
- Expert knowledge of regulations, legislations, policies, standards and clinical practise guidelines related to the midwifery profession;
- Experience with report writing;
- Possess strong communication skills, in order to share information in an objective way.

### Considerations

We are seeking consultants from different backgrounds and practice models, including the following variables:

- Practice demographics (geographic location in province and size of practice)
- Practice profiles (urban, rural, remote, solo)
- Route of entry to practice
- Years of practice in Ontario

### Roles and Responsibilities of the Expert

- The College will provide the expert with a retainer letter explaining the scope of the opinion along with a Record of Investigation that contains the materials related to the specific case. This information can include midwifery and hospital records, an investigation report and submissions of the parties involved. The expert will review and rely on these confidential materials when preparing the opinion.
- In order to complete an expert opinion, and after completing a conflict of interest declaration and project assignment form, the expert will provided a formal written report to the College that explains the relevant standard and an opinion as to whether the member met (or did not meet) the standard; as well as an explanation as to why or why not.



- The Expert will be expected to review the materials and provide their report within a prescribed deadline. This timeline is typically 30 and no more than 60 days.
- If the matter is referred by the ICRC to the Discipline Committee, the expert may be required to testify at a discipline hearing.

### Applying to become an expert

Interested applicants must submit the following:

- Letter of interest highlighting your specific areas of expertise (e.g., ECV, NRP, breech, fetal health surveillance)
- Curriculum vitae/résumé
- A midwifery related writing sample demonstrating use of references

Please submit application materials to [conduct@cmo.on.ca](mailto:conduct@cmo.on.ca).

The College will contact selected applicants to participate in an interview (by video conference or phone). Successful candidates will be notified soon after the interview process.

### Time Commitment

The College will canvas your availability for an assignment based on the needs of the ICRC and your areas of expertise. The time commitment varies per assignment, depending on the scope of the opinion; however, the College will provide the expert with an estimate of the required time and proposed deadline at the beginning of the process.

### Compensation

The College reimburses experts for their services at a rate of \$150 per hour.

### Equity, Diversity and Inclusion Statement.

The College of Midwives of Ontario is an equal opportunity employer. We encourage midwives from Indigenous, Black and racialized communities, marginalized communities as well as midwives who are internationally educated, or practising in expanded, collaborative and/or community health team models to apply.

We are committed to a barrier-free, equitable, and inclusive recruitment process and workplace. Our goal is to ensure our College's Council, staff team, and consultants are reflective of the diversity of the community and we welcome any feedback in this regard.

The College welcomes and encourages applications from people with disabilities. Reasonable accommodations are available on request for candidates taking part in all aspects of the selection process. Accommodation requests can be made by contacting [operations@cmo.on.ca](mailto:operations@cmo.on.ca).