

<b>Type of document:</b> Terms of reference	<b>Approved by:</b> Council
<b>Date approved:</b> Sept. 16, 2021	<b>Next Review date:</b> September 2024
<b>Amendment/Review Dates:</b> September 2022, September 2023	

## Professional Practice Working Group

### Terms of Reference

<b>Name and type</b>	<b>Professional Practice Working Group</b> Ad Hoc
<b>Purpose</b>	To ensure the knowledge of practicing clinicians informs policy and resource development. To promote coordination between parallel initiatives across Council and Committees.
<b>Specific Areas of Responsibility</b>	<ol style="list-style-type: none"> <li>1. Acting as an advisory body to the Registrar on professional practice and regulatory risk management issues.</li> <li>2. Applying professional knowledge to policy and resource development, particularly regarding inter-committee initiatives where connections may be necessary or appropriate.</li> <li>3. Acting as a resource to CRPO committees by:             <ol style="list-style-type: none"> <li>a. advising on the development of specific professional practice policies and resources, considering the context of clinical practice settings;</li> <li>b. reviewing and making recommendations on specific professional practice policies and resources;</li> <li>c. reviewing professional practice policies and resources and making recommendations.</li> </ol> </li> </ol>
<b>Composition</b>	<p>Members of the Working Group shall be appointed by Council for a period of one year.</p> <p>Membership of the Professional Practice Working Group shall consist of:</p> <ul style="list-style-type: none"> <li>• professional members of Council, typically the committee chair (or their designate) of each of Executive; Registration; Quality Assurance;</li> </ul>

	<p>Inquiries, Complaints and Reports; and Client Relations, as well as a public member.</p> <ul style="list-style-type: none"> <li>• non-Council members if Council wishes.</li> </ul> <p>From time to time, the Working Group may invite guest Council or non-Council members, and other subject matter experts, to provide necessary advice to the Working Group.</p>
<b>Competencies</b>	<p>Working Group members are required to meet the minimum <a href="#">Council Competencies</a> and <a href="#">Committee Competencies</a>.</p>
<b>Decision-Making Process</b>	<p>Wherever possible, decisions will be made by consensus. Where necessary, formal voting will be used.</p>
<b>Delegated Authority</b>	<p>As an ad hoc, non-statutory working group, the Professional Practice Working Group provides advice and recommendations, and does not have formal authority.</p>
<b>Reporting</b>	<p>The Working Group advises the Registrar. The Working Group will report to Council at some, though not necessarily all scheduled meetings. Reports to Council are to be provided in writing with the explicit purpose of informing the work of Council and framed to identify public interest issues.</p>
<b>Appointment of Chair</b>	<p>The Working Group will select a Chair from among its members.</p>
<b>Quorum</b>	<p>The quorum is three (3) members unless otherwise provided in the Code or the by-laws or unless the Working Group is composed of only three (3) members, in which case, the quorum for such a Working Group shall be two (2) members.</p> <p>Despite anything in the by-laws, a Working Group is properly constituted despite any vacancy so long as there are sufficient members to form a quorum of the Working Group.</p>
<b>Meetings</b>	<p>Working group meetings will, wherever possible, be held at a place and on a date set in advance and shall occur on an ad hoc basis and at such frequency as</p>

	necessary for the Working Group to conduct its business.
<b>Staff Support</b>	The Registrar acts in an ex-officio role as a Working Group resource and in a non-voting capacity. Other staff members provide support to the Working Group.
<b>Communication with Council</b>	The Working Group Chair will report to Council as needed, depending on the nature of the work undertaken by the Working Group.
<b>Records</b>	The Working Group Chair will ensure that notes of all Working Group meetings and proceedings are recorded and maintained at the College office.
<b>Conflict of Interest</b>	All Working Group members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Working Group members have a duty to uphold and further the intent of the <i>Psychotherapy Act, 2007</i> to regulate the profession of psychotherapy in Ontario, and not to represent the views of advocacy or special interest groups.
<b>Inquiries</b>	Inquiries relating to the work of the Working Group should be forwarded to the Registrar or staff member providing support to the Working Group.
<b>Public Communications</b>	Media inquiries regarding activities of the Working Group, regulation of the profession, or operation of the Council or College shall be forwarded to the Registrar. The Registrar and President act as spokespersons on behalf of the College.
<b>Parliamentary Authority</b>	Schedule 2 of the by-laws outlines the Rules of Order of Council.