




<b>Policy Title:</b> <b>VOLUNTARY ROSTER FITNESS TO PRACTISE COMMITTEE TERMS OF REFERENCE</b>		<b>Policy Section: IV</b> Governance Process	<b>Policy Number:</b> IV-20.17
<b>Approved By:</b>	<b>Date Approved:</b>	<b>Last Revision Date:</b>	<b>Board Chair's Signature:</b> 
Board of Directors	Sept 23, 2024  <b>Effective:</b> Sept 23, 2024	<b>Next Revision Date:</b> Sept 2027	

## BACKGROUND

The Voluntary Roster Fitness to Practise Committee's purpose, mandate, and authority are derived from the CMLTO By-Law, Board Policies, and the Voluntary Roster Fitness to Practise Committee Terms of Reference Policy.

## PURPOSE

This policy has been created to outline the CMLTO Voluntary Roster Fitness to Practise Committee Terms of Reference, including the purpose, responsibilities, authority, and structure of the Committee.

The Voluntary Roster Fitness to Practise Committee (the "Committee") is established as a Standing Committee pursuant to the CMLTO By-Law / Article 5 - Committees. Relevant Board Policy and/or section(s) of the CMLTO By-Law are referenced at the end of policy statements, as required.

## POLICY

### 1.0 PURPOSE AND MANDATE OF THE VOLUNTARY ROSTER FITNESS TO PRACTISE COMMITTEE

The scope of the Voluntary Roster Fitness to Practise Committee is limited to reviewing, deliberating on, and advising the Registrar & CEO on their decision related to allegations of physical or mental incapacity against a Voluntary Roster Affiliate, as referred by the Voluntary Roster Inquiries, Complaints, and Reports Committee.

### 2.0 DUTIES AND RESPONSIBILITIES

The Voluntary Roster Fitness to Practise Committee is responsible for:

- Examining allegations of physical or mental incapacity against a Voluntary Roster Affiliate that have been referred by the Voluntary Roster Inquiries, Complaints, and Reports Committee,



- Deliberating on the evidence and information related to the allegations, ensuring a fair and comprehensive assessment of the capacity of the Voluntary Roster Affiliate to practise, and
- Providing well-considered recommendations to the Registrar & CEO regarding the appropriate course of action based on the findings.

### **3.0 AUTHORITY**

#### **3.1. Reporting Relationships**

The Voluntary Roster Fitness to Practise Committee reports to the Registrar & CEO.

### **4.0 COMPOSITION**

#### **4.1. Membership**

##### **4.1.1. Committee Membership**

The Voluntary Roster Fitness to Practise Committee will convene as necessary.

The Members of the Voluntary Roster Fitness to Practise Committee shall be appointed by the Registrar & CEO and be composed of:

- At least one (2) Professional Members of the Fitness to Practise Committee, one of whom must be a Board Member,
- At least one (1) Public Member of the Fitness to Practise Committee,
- At least one (1) Registered Medical Laboratory Technician who is a Voluntary Roster Affiliate in good standing, preferably with familiarity and/or experience with the CMLTO processes.

The Chair of the Committee will be designated by the Registrar & CEO.

#### **4.2. Term of Office**

The term of office of the Voluntary Roster Fitness to Practise Committee will be limited to the duration of each meeting, specifically convened to address individual case(s).

#### **4.3. Committee Chair**

The Registrar & CEO, when appointing a Voluntary Roster Fitness to Practise Committee, shall designate one member as the Committee Chair.

### **5.0 MEETINGS**



The Committee meetings are governed by the provisions of the CMLTO By-Law / Section - 5.8 Committee Meetings.

### **5.1. Frequency of Meetings**

The Voluntary Roster Fitness to Practise Committee will convene on an as-needed basis, at the call of the Registrar & CEO, to review and address allegations of physical or mental incapacity against a Voluntary Roster Affiliate that have been referred by the Voluntary Roster Inquiries, Complaints, and Reports Committee,

### **5.2. Quorum**

A majority of the members of the Committee, at least one (1) of whom is a Public Board Member, constitutes a quorum for any meeting of the Committee.

## **6.0 MONITORING AND REPORTING**

The Voluntary Roster Fitness to Practise Committee reports its actions to the Registrar & CEO.

## **7.0 RESOURCES AND BUDGET**

The Voluntary Roster Fitness to Practise Committee meets on an as-needed basis to discuss and address individual cases. Therefore, resource and budget allocations will be made as required.

## **8.0 ADMINISTRATIVE SUPPORT**

Administrative support is provided to the Voluntary Roster Fitness to Practise Committee by:

- Registrar & CEO
- Senior Director, Regulatory Programs
- Coordinator, Registration
- Other advisors, as requested

## **9.0 REFERENCES**

The Voluntary Roster Fitness to Practise Committee Terms of Reference are in line with the values outlined throughout the CMLTO By-Law and the Board Policies, and must be reviewed and implemented in conjunction with:

- CMLTO By-Law:
  - Article 5 – Committees
  - Article 6 – Code of Conduct
  - Article 7 – Conflict of Interest
  - Article 8 – Confidentiality
- CMLTO Board Policies



College of Medical  
Laboratory Technologists  
of Ontario

- GP IV-20 Statutory and Board Committee Principles Policy
- GP IV-22 Role of Committee Chair Policy
- Voluntary Roster Fitness to Practise Committee Policy Manual