

SASKATCHEWAN COLLEGE OF PHYSICAL THERAPISTS
REGISTRATION COMMITTEE

PURPOSE:

- To assist the Registrar in identifying and determining acceptable Physical Therapy practice hours
- To assist the Registrar in determining eligibility for licensure involving practicing licenses with conditions in specific individual circumstances
- To ensure that processes related to entry are fair, transparent and objective

SELECTION: Appointed by Council. (PLEASE REFER TO NOMINATIONS COMMITTEE RECRUITMENT AND VACANCY PROCEDURE).

Committee members may be re-appointed following completion of their term.

TERM: 2 years, renewable

ORGANIZATION:

Accountability and Reporting Relationship:

The committee through the Chair or Council representative is responsible to Council.

The Registrar/Executive Director refers each case in question to the Committee, together with all documentation and background materials.

The Registrar/Executive Director notifies the member of the Committee's decision.

Structure:

- The Committee shall be a Standing Committee.
- All honorariums and expense allowances shall be available to the Chair and Committee Members.

Composition and Representation:

- The Committee shall consist of at least three members, two who must be registrants of the College. One member shall be the Executive Director/Registrar.
- The Chair or designate shall represent the Committee at all appeals to Council
- Resignations from the committee shall be made in writing to the Chair who will communicate this to the Executive Director/Council.
- The committee may invite individual (s) with expertise to participate on the committee as a non-voting liaison
- All committee members should have access to a computer
- All committee members shall have an equal vote, including the Chair of the Committee, except the non-voting liaison and Executive Director/Registrar who has voice but no vote.

Meetings:

- Meetings shall be held at the call of the Chair. Quorum shall be the majority of the committee members.
- Chair shall determine the agenda and format for each meeting.
- Chair shall ensure that all materials and information are distributed prior to each meeting.

- Meeting minutes will be circulated to Committee members and the SCPT office after each meeting
- The Chair shall submit copies of any minutes from any meetings related to SCPT business to the SCPT office.
- The Chair shall submit an annual report at SCPT's Annual General Meeting and regular articles for the newsletter.

Functions:

As per Bylaws of the Saskatchewan College of Physical Therapists the Registration Chair shall, on behalf of the committee, make recommendations to the Council with respect to:

- Consideration of applications referred to it by the Registrar when the Registrar:
 - o has doubts on reasonable grounds, about whether the applicant fulfills the registration requirements
 - o is of the opinion that terms, conditions or limitations should be imposed on a license of registration of the applicant and the applicant does not consent to the imposition;
 - o proposes to refuse the application
- To review application from registrants who apply for removal or modification of any term, condition or limitation imposed on their certificate/license
- To issue written orders/reasons for decision regarding all applications referred to it and ensure that applicants are apprised of their right to a review or hearing
- To maintain an understanding of the current external environment related to entry to practice and identify emerging key issues for Council awareness, debate and direction
- To prepare and recommend policies for registration, reviews and recommend revisions to existing policies and submit the same to Council for approval
- Initiating and developing the first draft of any revisions to policies, position statements, standards of practice or operational procedures within their role and coordinating these activities with the other respective SCPT committees and the SCPT Office as the need arises
- Review Terms of Reference and recommend changes
- To review Practice Hours definitions and guidelines as required and make necessary recommendations to Council
- To assist the Registrar in reviewing Supervisory Agreements and Plans as requested
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Approved January 24, 2004

August 1, 2006

August 9, 2010

November 16, 2013

Approved September 2015