



Examination Committee of the College of Alberta Denturists

Terms of Reference

Preamble

The Examination Committee is established by the Council of the College of Alberta Denturists (“CAD”):

1. To conduct ongoing research and redevelopment of Examination processes for the dentist profession in Alberta, in all areas of the profession, including but not limited to:
 - 1.1. Patient care
 - 1.2. Clinical Procedures
 - 1.3. Laboratory Procedures
 - 1.4. Materials
 - 1.5. Business Management
 - 1.6. Risk Management
 - 1.7. Quality Assurance
 - 1.8. Ethics & Jurisprudence
2. To advise Council of recommended Examination processes for the profession;
3. To conduct Council approved Examinations for eligible candidates, pursuant to the Health Professions Act of Alberta, the Denturists Profession Regulation and CAD Bylaws;
4. To advise Council of recommended policies to address the administration and duties of the Examination Committee;
5. To educate Committee Members to be an examiner;
6. To review educational curriculum to ensure adequacy of training; and
7. To respond to inquiries from the membership regarding the examination processes for the profession.

Committee Membership

The Committee is composed of at least five members, of which the following applies:

- All Members must be Regulated Members in Good Standing from the general membership; and
- One (1) Member being a liaison from the Denturist educating staff of the Dental Health Sciences Department of NAIT

The Chair shall be selected annually by the Council upon consideration of the Committee’s submitted name from its membership.

The Committee shall be supported, when necessary, by,:

- CAD Council
- CAD Registrar
- CAD Office Manager
- CAD Privacy Officer
- CAD Administrative Assistant
- CAD Legal Counsel
- Other CAD Committees

The Committee may also be supported as preapproved by Council, for:

- External Psychometric/testing consultants

Committee Appointment Term

Pursuant to the CAD Bylaws, the term of Committee membership shall be Two (2) years with the possibility of Two (2) subsequent terms, to a maximum of Three (3) consecutive terms.

Meetings

Shall occur at the call of the Chair and, whenever possible, with intent to limit the necessity of physical meetings.

Meeting protocols are pursuant to the CAD Bylaws, for procedure and quorum matters.

Reporting

The Examination Committee reports to and makes recommendations to the CAD Council, regarding the Examination processes for the profession in Alberta.

Additionally, the Chair of the Committee (or appointed alternate), may make presentations to the general membership at the CAD's Annual General Meeting of Members, at the request of the Council.

Mandate

1. The Examination Committee will make recommendations to Council as to the examination(s) to be utilized by the profession in Alberta.
2. The examinations are to be evidenced-based, and in consideration of a combination of:
 - 2.1. Regulatory Documents pertaining to the Profession as follows:
 - 2.1.1. The *Health Professions Act*
 - 2.1.2. The Denturists Profession Regulation
 - 2.1.3. Schedule 8 of the *Health Professions Act*
 - 2.1.4. The CAD Bylaws
 - 2.1.5. The CAD Code of Ethics
 - 2.1.6. The CAD Standards of Practice
 - 2.2. Initial education and post-graduate training (if any) for the profession
 - 2.3. Required qualifications for the profession
 - 2.4. Industry examination/equivalent jurisdictional procedures and/or requirements
 - 2.5. Current recognized methodologies for conducting examinations
 - 2.6. Protection of the Public
3. The Examination Committee will make recommendations to the Council and/or the Registration Committee, regarding adequacy and any known deficiencies of the denturist educational program(s).

Expenses & Remuneration

The Committee Members will be remunerated and expenses paid pursuant to the applicable CAD policies.

These Terms of Reference were approved by Council on November 21, 2008.