



Policy to Approve Agents of the College

Applies to:	Individuals who may want or need to become an agent of the College.
Approved by:	Board
Date Established:	October 22, 2014
Date Revised:	October 28, 2021; January 8, 2025

Purpose

The College regularly retains individuals to assist with work that cannot be performed by staff. This policy sets out the objective criteria for the approval of individuals to be agents of the College.

Application

This policy applies to: All Statutory Committees of the College.

Definitions:

Assessor: means an assessor appointed under section 81 of the Health Professions Procedural Code.

Practice supervisor means a registrant in the general class with the knowledge, skills and abilities to mentor practice.

Expert: means an individual with the subject matter expertise to provide advice or opinion with regards to knowledge, skills, abilities or professional behaviours.

Policy

Agents of the College have significant roles and responsibilities. They are called upon to dedicate time, effort, and attention to their roles and are expected to represent the highest levels of leadership and professionalism. They may be retained to do any of the following:

- experts in discipline hearings or registration decisions.
- practice supervisors, monitors, or mentors, or.
- peer assessors.

Practice Supervision

1. The College may appoint practice supervisors for the purposes of the registration including but not limited to the issuing of provisional and temporary certificates as well as



Refresher Programs for re-entry to practice.

Investigations and Expert Advice

- 1. The College may engage persons who are not public servants employed under Part III of the Public Service of Ontario Act, 2006 to carry out investigations under paragraph 3 of subsection 28 (5) of the Code. 2006, c. 35, Sched. C, s. 116 (3); 2007, c. 10, Sched. M, s. 4 (1)
2. The College may engage persons who are not public servants employed under Part III of the Public Service of Ontario Act, 2006 to provide expert or professional advice in connection with a registration hearing, complaint review or registration review. 2006, c. 35, Sched. C, s. 116 (3).
3. A person engaged under subsection (3) shall be independent of the parties, and, in the case of a complaint review, of the Inquiries, Complaints and Reports Committee. 2007, c. 10, Sched. M, s. 4 (2).

Quality Assurance:

- 1. The Quality Assurance Committee may appoint assessors for the purposes of the quality assurance program peer and practice assessments. 1991, c. 18, Sched. 2, s. 81.
2. The College retains peer assessors for the purposes of carrying out peer and practice assessments.

The College may use discretion in the application of the approval criteria for appointment of agents. The list of roles for agents at the College and the relevant College process and time periods after which a prospective agent will be permitted to fill each role are listed in the chart below:

Table with 4 columns: Decision Outcome, Practice Supervisor, Monitors, or Mentors, Peer Assessor, Expert Opinion. It details eligibility restrictions for agents based on decision outcomes like 'Current College proceeding or investigation' and 'No Risk'.



Decision Outcome	Practice Supervisor, Monitors, or Mentors	Peer Assessor	Expert Opinion
<ul style="list-style-type: none"> Complaint Withdrawn 			
<p>Low Risk</p> <ul style="list-style-type: none"> Administrative suspensions and revocations Advice and Guidance Written Caution Terms, Conditions, Limitations for provisional or temporary certificate Administrative Undertakings-Vulnerable Sector Checks; Regulatory History 	<p>1 Year</p>	<p>Indefinite</p>	
<p>Moderate Risk</p> <ul style="list-style-type: none"> Undertakings Specified Continuing Education and Remedial / Remediation Program (SCERP) Verbal Caution Terms, Conditions, Limitations other than for registration certification 	<p>6 Years</p>		
<p>High Risk</p> <ul style="list-style-type: none"> Undertaking, Suspensions, Revocations with restrictions, Terms, Conditions, Limitations by Investigations and Resolutions Discipline Hearing with Findings 	<p>Indefinite</p>		