

## Committee Competency Matrix

Council members and non-elected members serving on committees are expected to demonstrate the attributes and have the competencies required of all Council members. The following are specific attributes and competencies required of those members who participate as Committee members in carrying out committee workplans as well as rendering decisions on complaints and reports, quality assurance and registration matters related to individual applicants and registrants.

### Panel Member Attributes

<b>Fair</b>	Reviews panel materials in an impartial, unbiased and just manner.
<b>Respectful</b>	Demonstrates appropriate consideration and courtesy to everyone who comes before or makes submissions to the panel.
<b>Timely</b>	Performs reviews and rendering decisions within established time frames based on reasonable expectations.
<b>Effective communicator</b>	Listens actively, pays attention to non-verbal communications and deals effectively with challenging individuals and situations.

### Panel Competencies

Area of Competency	Core Understanding	Demonstrated Behaviours
<b>Fiduciary responsibilities</b>	<p>Acts transparently with integrity, discretion and humility to consider a range of perspectives and diverse ways of thinking to reject assumptions and take nothing for granted.</p> <p>Devotes the required time and energy to the role, determined to achieve best possible outcomes in public protection. Prepared to give time, skills and knowledge to developing themselves and others in order to achieve excellent regulatory outcomes.</p>	<p>Asks if decisions are in the public's best interests</p> <p>Adheres to established rules on transparency and communication</p> <p>Effectively locates/centers issues considering the parties and/or concerns involved</p> <p>Weighs and discusses competing considerations in a manner that is appropriate and respectful</p>

Area of Competency	Core Understanding	Demonstrated Behaviours
		<p>Complies with College's Code of Conduct and acts in a way that exemplifies and reinforces its culture and values</p> <p>Reviews all meeting materials in advance</p> <p>Understands and complies with the duty to accommodate language rights, other Charter rights, and rights set out in Human Rights codes</p> <p>Understands role of panel in hearing and deciding each matter</p> <p>Understands role of and interacts appropriately with staff and outside counsel</p>
<b>Conflict of interest</b>	<p>Appreciates that a conflict of interest is any interest, relationship, association or activity that interferes with the member's obligations to the panel to make a decision in the best interest of the public.</p> <p>Understands that the test as to if the member should be disqualified from the panel is whether the facts could give rise to a reasonable apprehension of conflict in the mind of a reasonable and informed person.</p> <p>Appreciates the difference between actual, perceived or potential conflicts of interest and understands that all types of conflict must be addressed.</p>	<p>Regularly uses CRPO Conflict of Interest Worksheet to assess potential conflict</p> <p>Can clearly identify what is a conflict in themselves and in others</p> <p>Knows how to deal with a conflict at the time of screening for appointment to the panel and if conflict arises during the panel deliberations</p> <p>Understands when it is appropriate to recuse oneself due to a conflict or perceived conflict</p> <p>Appropriately challenges colleagues who might have a conflict of interest</p>
<b>Bias</b>	<p>Appreciates that bias is a preconceived or unreasoned feeling or inclination that is incompatible with the member's obligations to the panel to make a decision that is impartial.</p> <p>Understands that the test as to if the member should be disqualified from the panel is whether the facts could give rise to a reasonable apprehension of bias in the mind of a reasonable and informed person.</p>	<p>Aware of different types of bias and how they manifest themselves</p> <p>Able to identify personal biases</p> <p>Appropriately challenges colleagues who might be biased</p> <p>Considers only the evidence in front of them when reviewing panel materials</p>

Area of Competency	Core Understanding	Demonstrated Behaviours
<b>Principles and practice of right-touch regulation</b>	<p>Understands the need to strike a balance in regulation by ensuring that decisions are proportionate, consistent and targeted.</p>	<p>Understands the range of appropriate and possible dispositions available to the panel</p> <p>Uses a risk-based approach in assessing seriousness and determining the appropriate outcome of each case</p> <p>Considers relevant precedents</p> <p>Considers enforceability of and unintended consequences to any decision</p> <p>Knows how and when to exercise discretion and the principles that apply to this</p>
<b>Legislative interpretation and sources of authority</b>	<p>Knows and understands the principles and values of administrative law.</p> <p>Knowledgeable about the governing framework for regulating psychotherapists and where each source of authority (regulation, policy standard, guideline) applies.</p>	<p>Acts within the mandate and broader terms of reference for the Committee/panel</p> <p>Is familiar with the legislation relevant to each matter before a panel</p> <p>Applies relevant policies, standards and guidelines</p> <p>Is familiar with the life cycle of a file (intake, investigation/submissions, screening, decision)</p>
<b>Finding fact and managing/weighing evidence</b>	<p>Understands how to apply analytical skills to thorough preparation in reviewing and assessing panel materials.</p>	<p>Efficiently and effectively manages panel materials</p> <p>Understands the framework in which panel is operating</p> <p>Establishes relevant facts</p> <p>Recognises relevant evidence</p> <p>Able to discern onus and burden of proof and how it applies</p> <p>‘Weighs’ relevant evidence and applies the test for seriousness</p> <p>Understands the panel’s function and scope (i.e., does not look for findings or credibility at the screening level, does not explore beyond the facts of the case)</p>

Area of Competency	Core Understanding	Demonstrated Behaviours
<b>Clear and adequate reasons</b>	Appreciates the principles of fairness and transparency as they apply to the need to explain how a decision was made.	<p>Understands what must be decided</p> <p>Is familiar with the legal duty to give reasons</p> <p>Expresses reasons in a risk-based framework in clear and accessible language</p> <p>Provides adequate reasons that explain not only the “what” of the findings but the “why” of the reasons for the decision</p> <p>Provides reasons that demonstrate fairness by proving that the panel heard and understood the evidence and arguments of the parties</p>
<b>Enforceable decisions</b>	Understands the need for decisions to be reasonable and justifiable in order to maintain trust of the public and cooperation of registrants.	<p>Understands what an enforceable decision is within the framework of applicable legislation</p> <p>Understand how little or how much information is necessary for a good decision</p> <p>Builds familiarity with recent HPRAC decisions and reasons for those decisions</p>