

Canadian Massage Therapy Council for Accreditation Accreditation Decision Committee Application

Date of application: _____

Name of Applicant: _____

Street address _____

City _____ Province or Territory _____

Phone _____ Email: _____

Instructions:

1. Prospective committee members should **review** the following prior to submitting an application to become a CMTCA board member:
 - a. Accreditation Decision Committee Terms of Reference
 - b. Code of Conduct
 - c. Conflict of Interest Policy
 - d. Confidentiality Policy
2. Prospective members must **submit** the following to the CMTCA Executive Director, Christian Vulpe, at christian@cmtca.ca:
 - a. A letter of intent that describes the personal and committee-specific criteria that the applicant will bring to the CMTCA Accreditation Decision Committee along with specific experience related to the competencies identified below
 - b. A copy of this completed application form
 - c. Current Curriculum Vitae
 - d. Three references (including name, title, and contact information)
 - e. Signed copy of the Terms of Reference document.

The applicant must understand that while they may be a member of a CMTCA stakeholder group (an educator, a regulator, a clinician, other) and they may provide the perspective of that stakeholder group to the Committee, their role as a CMTCA Committee member is to serve the Accreditation Decision Committee of the CMTCA responsibly and in accordance with its policies, rather than serve as the stakeholder group's representative.



Please check the criteria and competencies that you bring to the Accreditation Decision Committee. Ensure that your Letter of Intent and your references support your selections:

Personal criteria	
▪ high ethical character, a reputation for integrity, honesty, fairness and good judgement	
▪ strong interest in advancing standards for Massage Therapy education in Canada	
▪ demonstrated leadership in various ways in their professional and/or community life	
▪ capacity for independent opinions and willingness to state them in a constructive manner	
Committee conduct criteria	
▪ able and willing to prepare for and attend all Committee meetings, commit the necessary time to participate fully in the work of the Committee and support the organization	
▪ comfortable with sharing the organizational memory (while maintaining confidentiality) and supporting the interests of Massage Therapy accreditation as a whole rather than the interests of an individual, organization, or sector	
▪ prepared to sign the code of conduct, conflict of interest, and confidentiality provisions	

Please note that all nominees should have at least one of the following competencies. It is not expected that any one nominee would hold all of them.

Competencies (check all that apply)	
Accreditation: demonstrated experience with accreditation best-practices	
Accreditation: knowledge of accreditation from a profession other than massage therapy	
Massage Therapy: demonstrated experience with and understanding of the Inter-Jurisdictional Practice Competencies and Performance Indicators for Massage Therapists at Entry-to-Practice	
Massage Therapy Education: in-depth knowledge of massage therapy education in Canada in the <u>public</u> education context	

Massage Therapy Education: in-depth knowledge of massage therapy education in Canada in the <u>private</u> education context	
Massage Therapy: demonstrated experience in the massage therapy profession in Canada	
Massage Therapy: knowledge of ethics and client safety within the context of massage therapy and massage therapy education	
Massage Therapy: knowledge of regional-specific regulations for massage therapy education programs and practice across Canada	

Terms of Reference

Accreditation Decision Committee

Purpose

The Accreditation Decision Committee (ADC) is a standing committee appointed by the Canadian Massage Therapy Council for Accreditation Board of Directors. The ADC is a decision-making entity, to which the Board has delegated the authority to award accreditation and grant Preliminary Accreditation. The purpose of the ADC is to implement the policies and procedures of CMTCA's accreditation program for the review of massage therapy education programs.

The committee will fulfill its purpose by:

- Reviewing accreditation reports prepared by survey teams and staff following Preliminary Accreditation reviews or site visits; and
- Applying knowledge of the CMTCA Accreditation Standards for Canadian Massage Therapy Education Programs and Decision-Making Framework.

Objectives

Members of the Accreditation Decision Committee will:

- Award accreditation status (non accreditation, or accreditation of one, three or five years) based on staff recommendations and reports;
- Grant Preliminary Accreditation based on staff recommendations and reports;
- Uphold CMTCA's accreditation standards, process, and decision-making framework;
- Consider and declare any conflict-of-interest, real or perceived (see policy on Conflict of Interest); and
- Protect the confidentiality of all accreditation review and decision-making activities including committee discussions and accreditation outcomes; and
- Identify opportunities for clarification and quality improvement in the accreditation process.

Membership composition and appointment

Membership composition should reflect the massage therapy education community and accreditation community in Canada including diverse experience, knowledge, and skill sets. Note that one member may represent several of these areas.



The ADC is accountable to the Board of Directors. The ADC comprises five to seven voting members appointed by the Board of Directors from the following areas of expertise and experience:

- Up to two current members of the Board of Directors
- Three members with in-depth knowledge of massage therapy education in Canada (minimum 3)
- Two members with in-depth knowledge of accreditation best-practices, particularly in the Canadian education context (minimum 2), with at least one member from an accredited profession other than massage therapy
- Majority of members with recent, demonstrated experience in massage therapy in Canada
- A majority of members with demonstrated experience with, and understanding of the CMTCA Accreditation Standards for Massage Therapy Education, and the [Inter-Jurisdictional Practice Competencies and Performance Indicators for Massage Therapists at Entry-to-Practice](#)

The Executive Director of CMTCA and/or a delegate from staff will sit as an ex-officio, non-voting member of the ADC.

The committee shall aim to have representation from:

- Many of Canada's provinces and territories
- Both private and public massage therapy education programs
- Demonstrated experience with, and understanding of, massage therapy best practices
- Knowledge of ethics and client safety within the context of massage therapy and massage therapy education
- Knowledge of regional-specific regulations for massage therapy education programs and practice across Canada

The Nominations Committee is responsible for recruiting members and will recommend a slate of one or more candidates for each vacant position to the Board for appointment. The Nominations Committee is responsible to canvass the ADC for members willing to stand for the role of ADC Chair and Vice Chair and recommend candidates to the Board for approval.

Responsibilities

Prospective committee members should have availability to participate in eight to twelve videoconference meetings of one to three hours each per year. Committee members are responsible to:

- review meeting materials prior to the meeting;
- attend approximately eight to twelve videoconference meetings of one to three hours each (per year);
- be willing to attend an in-person meeting at most annually;
- review staff recommendations for accreditation status and accreditation decision length to ensure that all aspects of the accreditation process have been followed, including adherence to the accreditation standards and the CMTCA Decision Making Framework;

- review reports to education programs to ensure fairness and clarity;
- receive accreditation appeal panel decision reports; and
- act as champions to raise awareness of, and support adoption of, the CMTCA massage therapy standards and accreditation process.

The role of ADC members is to inform the accreditation program decision-making process and not to serve as representatives of their interested party or stakeholder group. Committee members should not assume a responsibility to report back to their respective organizations, as this would violate the confidentiality of the work of the committee. Members commit to voting based on their knowledge of the CMTCA accreditation standards, policies and processes, and not as a representative of the position of their respective organizations.

Term

The term of office for board members serving on the ADC is two years, renewable once for a maximum of four consecutive years.

The term of office for all other members of the ADC is three years, renewable once for a maximum of six consecutive years. The term of office for the ADC Chair and ADC Vice-Chair is one year, renewable annually.

Operations

Meetings will be organized in advance and facilitated by CMTCA staff using the Microsoft Teams platform. Meetings will include an orientation to the accreditation standards, decision-making framework and review process. Members should expect to complete preparatory work prior to each meeting.

The working language of the committee will be in English, including any meeting documents provided to committee members.

Quorum

Quorum at ADC meetings is a simple majority of members. At all meetings, every motion will be decided by a simple majority of the votes cast on the motion, including that of the Chair. In case of an equality of votes, the motion is lost.

Minutes

Minutes of all meetings shall be recorded and reviewed for approval at the start of the next meeting.

Compensation and expenses

Committee members will receive an honorarium for each hour of meeting attended. Participants should expect to complete preparatory work and/or follow-up tasks for each meeting (no additional honorarium is provided for preparation time).

Expenses of ADC members for any meetings will be paid by CMTCA in accordance with established policies and procedures.

Conflict of Interest:

Members must consider and declare any conflict-of-interest, real or perceived (see policy on Conflict of Interest) for each education program being reviewed.

Accreditation Decision Committee members may not hold positions as CMTCA staff or as active CMTCA surveyors.

Role of the Chair and Vice Chair

The Chair and Vice Chair will be chosen by the committee members (by secret ballot if necessary).

The term of office for the Chair of the ADC is one year, renewable. The Chair is responsible to:

- chair committee meetings, or arrange for a designate (such as the Vice-Chair)
- provide leadership and ensure the committee members meet the responsibilities outlined in the terms of reference
- ensure that members follow CMTCA's conflict of interest and confidentiality policies
- work with staff to ensure accurate meeting minutes are recorded
- submit and present a Report from the Accreditation Decision Committee to the Board of Directors of CMTCA when requested
- support the Chair of the Nominations Committee in communicating calls for applications, in recruitment and renewal decision-making when needed, and in communicating renewal and appointment decisions to members, applicants, and successful appointees

The Vice-Chair is responsible for any or all the above duties in the absence of, or at the request of, the Chair.

Accreditation Decision Committee Code of Conduct

The purpose of this policy to ensure that the affairs of the CMTCA Board of Directors are conducted in a manner consistent with the highest standards of integrity, ethics, and honesty.

Each member of a CMTCA Board appointed committee owes a duty to act with honesty, integrity, and loyalty in the best interests of the CMTCA. Members are committed to effective decision-making and once a decision has been made, will speak with one voice.

Each committee member will:

- Represent the best interests of the CMTCA over and above personal and professional interests and/or conflicting interests of other bodies or organizations with which the member is affiliated or may have been nominated.
- Represent un-conflicted loyalty to the interests of the CMTCA and its mandate in all aspects of their committee work.
- Demonstrate integrity by being honest and candid and will conduct discussion and debates in an atmosphere of mutual respect and courtesy.
- Respect confidentiality of information, in accordance with the confidentiality policy, received during Board and committee meetings and activities.
- Declare real, potential, and perceived conflicts of interest, in accordance with the conflict-of-interest policy and refrain from discussion and voting when applicable.
- Support properly authorized committee actions including where they may have abstained or voted against a motion.
- Give recognition to others who contribute to the success of the organization and its activities.
- Not speak on behalf of the organization or engage on behalf of CMTCA with stakeholders or other external parties unless designated by the Chair or the Board as a whole.
- Not use their individual authority when dealing on an individual basis with staff or volunteers.
- Prepare for and participate in committee meetings and keep informed about developments and issues relevant to CMTCA operations.

Failure to abide by the Code of Conduct may result in removal from the committee.



Confidentiality

The purpose of this policy is to ensure that confidential matters are not disclosed by CMTCA committee members until disclosure is authorized by the Board.

General Requirements

The Accreditation Decision Committee is a committee of the Board of Directors of CMTCA which is a governing body in which most of the members have been nominated by stakeholder agencies within the massage therapy profession.

CMTCA Board and committee members recognize that they:

- Do not directly represent nor are they accountable individually to the agencies, stakeholders, or individuals that have nominated them for membership on the Board.
- Have a duty to the CMTCA to maintain confidentiality with respect to all matters that come into their knowledge or possession while performing their duties on the committee, unless the discussion or release of information has been authorized by the Board or has been made publicly available.

Committee members must take reasonable steps to ensure that information relating to all matters that come into their knowledge or possession in the course of their duties are not improperly disclosed or used. This includes properly securing the source or location of the information that is in the member's possession or control. Committee members should prepare for and attend meetings with attention to protecting the confidentiality of the meeting materials and discussion to the best of their ability (by attending in a private space and ensuring meeting contents cannot be read or overheard by others).

All minutes of Board and committee meetings will be treated as confidential.

No audio or visual, or audio and visual record or transmission by any person of a portion of any committee meeting is permitted without prior approval by the Chair of the relevant meeting.

On many occasions the issues discussed by the committee will generate debate and differing opinions prior to a decision being reached. Once a decision is reached, members should limit their comments to the decision and to the principles governing that decision. Members must not discuss the varying opinions of individual members and, in particular, should not discuss their own opinion if this differs from the decision reached by the committee.

Committee members will not solicit or engage in public interviews or other discussions with the media, the public, or stakeholders including Massage Therapy schools, industry associations, and government bodies, with respect to issues involving the Board, committees, or matters before either. When their role(s) outside of the CMTCA necessitate discussion of CMTCA matters, committee members shall take care to only share information that is publicly



available, such as by referring to the CMTCA website's public pages. In these situations, the committee members may refer inquiries to publicly available information on the CMTCA website, and refer the media or any other organization or individuals requesting further information or comment to the CMTCA Executive Director or their designate.

Where any committee member is unclear about whether an inquiry can be responded to, the member should raise the matter before the committee or, if this would cause unreasonable delay and the matter is urgent, the member should contact the Executive Director.

Upon ceasing to be a committee member, or at the request of the CMTCA, committee members will promptly return to the CMTCA all confidential information relating to the CMTCA that is in their possession or control, shred any printed materials, and delete any stored confidential files from their electronic devices.

Committee members are bound by this duty of confidentiality during their term as a committee member and this duty continues indefinitely after their term ends.

Committee members will be proactive in identifying and reporting any breach of this policy.

Committee members acknowledge that any violation of this policy could cause harm to the CMTCA and frustrate the committee's and the Board's deliberations. Therefore, any committee member who violates this policy may be subject to the termination of their committee position.



Avoiding Conflict of Interest

The purpose of this policy is to assist CMTCA committee members in avoiding conflicts of interest or resolving any conflicts of interest that exist and to assist members in identifying when their activities and interests may or may not be perceived to be in conflict with their obligations as members of a committee appointed by the CMTCA Board.

General Requirements

Members of the CMTCA committees have a responsibility to make decisions in the best interests of the CMTCA.

At the same time, it is recognized that the majority of the CMTCA committee membership will be comprised of individuals who have direct personal interests in Massage Therapy and who will have various organizational affiliations within the Massage Therapy sector. In addition, committee member positions are designated for members of other accredited professions.

Being a Massage Therapist, a Massage Therapy educator or regulator, a member of a Massage Therapy provincial association, or a member of another accredited profession does not in and of itself represent a conflict of interest for CMTCA committee members. Rather, conflicts of interest arise when the interests of individuals and their affiliated organizations conflict with those of CMTCA.

In resolving these conflicts, the predominate concern is ensuring that the committee member's actions in fulfilling his or her duties to their own personal businesses or other organization's business do not cause them to violate their responsibilities to the CMTCA.

Conflict of Interest occurs where:

1. An individual committee member has a direct personal or financial interest in a specific decision or transaction that comes before the committee, e.g. employment or consulting arrangements, decisions related to purchasing goods or services and/or hiring staff, etc.
2. An individual member's duty to act in the CMTCA's best interests may be affected or influenced by other conflicting or competing interests such as personal or business interests or activities and affiliation with, nomination by, membership in, and/or employment in other associations or organizations, e.g. affiliation with a school that competes for students with the program under review.

In addition, there are three potential types of conflicts of interest in these situations:

- Actual, i.e. where the member derives a direct personal benefit from or is affected or influenced on a matter which in the course of their CMTCA duties, they are in a position to influence.



- Perceived, i.e. where there is a perception that the member derives direct personal benefit from or is otherwise affected or influenced on a matter which in the course of their CMTCA duties, they are in a position to influence.
- Potential, i.e. where there is a potential that the situation may become an actual or perceived conflict.

In addition, as part of avoiding conflicts of interest, CMTCA committee members should not:

- Engage directly or indirectly in any personal business transactions or private arrangements for personal profit which are based upon their official CMTCA position or upon confidential or non-public information which is gained by reason of such position.
- Extend preferential treatment to any person or organization.
- Solicit, accept or appear to accept any remuneration, gift, advantage or preference.
- Affiliate with organizations with goals or interests that compete with those of the CMTCA.

Disclosure

Both prior to serving on the committee and during their term of office, committee members must openly disclose a potential, real, or perceived conflict of interest as soon as the issue arises and before the committee deals with the matter at issue.

If a committee member is not certain whether he/she is in a position of conflict of interest, the matter may be brought before the Chair of the committee, or the committee for advice and guidance.

If there is any question or doubt about the existence of a real or perceived conflict, the committee will determine by majority vote if a conflict exists. The committee member potentially in conflict of interest shall be absent from the discussion and shall not vote on the issue.

It is the responsibility of other committee members who are aware of a real, potential or perceived conflict of interest on the part of a fellow committee member to raise the issue for clarification, first with the committee member in question and, if still unresolved, with the Chair of the committee.

The committee member must abstain from participation in any discussion on the matter, shall not attempt to personally influence the outcome, shall refrain from voting on the matter, and, unless otherwise decided by the committee, must leave the meeting for the duration of any such discussion or vote.

The disclosure and decision as to whether a conflict exists shall be duly recorded in the minutes of the meeting. The items of the agenda for which the committee member left and returned to the meeting shall also be recorded.

Cause of Termination

Departures from any of these requirements without specific prior and written approval of the Chair may result in termination of membership on the CMTCA committee.



Declaration

I have read and understand the above expectations for the position of committee Member for the CMTCA and agree to abide by the Accreditation Decision Committee's:

- Terms of Reference;
- Code of Conduct;
- Confidentiality Policy; and
- Avoiding Conflict of Interest Policy.

I accept that the personal information I provide as a member of the Accreditation Decision Committee is collected and used by Canadian Massage Therapy Council for Accreditation (CMTCA) for the purpose of administering the Accreditation Decision Committee. I understand that personal information that I provide will be protected in accordance with applicable privacy legislation and will not be disclosed except as required for the above-noted purpose.

Signature _____

Name _____

Date _____

