

Terms of Reference

Standards Review Committee

Purpose

To provide advice to the Canadian Massage Therapy Council for Accreditation (CMTCA) on the 2022-2023 review of the CMTCA Accreditation Standards for Massage Therapy Education Programs.

The Standards Review Committee will fulfill its purpose through:

- Reviewing the standards and input gathered from stakeholders and make recommendations for improvements to the criteria
- Applying current massage therapy expertise and lived experiences in massage therapy practice and education to update the content of the standards where needed
- Identifying possible risks or implications to the review and revisions being considered.

Objectives

Members of the Standards Review Committee will have the opportunity to:

- Review and advise on proposed changes to the draft standards as they are developed
- Ensure stakeholder interests are represented, as appropriate
- Identify massage therapy developing trends, best practices and resources that can inform the standard revision process
- Make recommendations to CMTCA to ensure the updated standards are clear, relevant, achievable, and useful.

Guiding Principles

The following are guiding principles that will direct the activities of the Standards Review Committee:

- Be committed to ensuring the accurate and timely refresh of the standards for massage therapy education programs, rather than individual or organizational interests
- Participate in open and respectful discussions with fellow Standards Review Committee members in an effort to reach consensus on any changes that are made to the standards
- Regularly attend, be prepared for, and actively participate in meetings
- Recuse themselves from discussions/activities where a conflict of interest exists (see section on Conflict of Interest).



- The Standards Review Committee is not a decision-making entity. Recommendations brought forward by the Standards Review Committee will be subject to stakeholder consultation and CMTCA Board approval.

Membership Composition

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

- In-depth knowledge of massage therapy education
- Direct experience with the CMTCA accreditation standards and process
- Demonstrated experience with, and understanding of, the [*Inter-Jurisdictional Practice Competencies and Performance Indicators for Massage Therapists at Entry-to-Practice*](#)
- 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 Committee shall aim to have representation from:

- Canada's provinces and territories
- Both private and public massage therapy education programs
- Regulated and unregulated jurisdictions

Responsibilities

Prospective committee members should have availability to participate in four videoconference meetings to be scheduled between July and September 2022. Additional meetings may be needed, up to Spring 2023, depending on review outcomes and stakeholder feedback. Committee members are responsible to:

- Review meeting materials and participate in videoconference meetings
- Review the summary of consolidated feedback from stakeholders on changes/areas of improvement to the standards, along with other guiding resources
- Provide feedback on content prior and/or during each meeting to help inform any revisions to the standards
- Act as champions to raise awareness of, and support adoption of, the CMTCA massage therapy standards and accreditation process.

Term

The membership term of the Standards Review Committee starts upon signing of this document and continues until completion of the updated standard. Expected duration is from May 2022 to May 2023.

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 review process and facilitated working sessions to consider stakeholder input and review the standards. Members should expect to complete preparatory work prior to each meeting.

Language

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

Compensation

Participants on the Standards Review Committee will receive an honorarium of \$100 for each meeting attended that is less than 2 hours, and \$150 for each meeting that is longer than 2 hours. Participants should expect to complete preparatory work and/or follow-up tasks for each meeting (no additional honorarium is provided for preparation time).

Conflict of Interest:

Standards Review Committee members may not hold positions as CMTCA staff or on the CMTCA Board of Directors.

Declaration - Privacy Act

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

I ACCEPT THESE TERMS

Your Signature

Print your name

Date