

POLICY/PROCEDURE NUMBER:

**E – 7.1**

DATE: June 30 2016	SUBJECT:
ISSUE: <b>Certification Advisory Panel</b>	<b>Terms of Reference</b>
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**Terms of Reference**

**CERTIFICATION ADVISORY PANEL**

**1. Purpose:**

1.1 The purpose of the Certification Advisory Panel is to oversee the Canadian Certified Healthcare Facility Manager (CCHFM) program. The CCHFM reports to the CHES Professional Development Committee.

**2. Meetings:**

2.1 Meetings of this committee will be held by teleconference quarterly or at the discretion of the chair. The CHES National Office will be responsible for recording minutes of each meeting. Minutes shall clearly identify decisions taken, items requiring further action and persons responsible for follow-up action, and recommendations to the CHES Professional Development Committee. All minutes will be copied to Chair of the Professional Development Committee. A quorum of the Advisory Panel present at the meeting shall consist of four (4) members of whom at least one (1) must be the Chair or Vice Chair.

**3. Membership:**

3.1 With the exception of the National Office representative, members are required to have and maintain the CCHFM designation. New Advisory Panel members would serve a 3 year term, replaced in groups of 2 each year.

3.2 The term of Chair of the CCHFM Advisory Panel shall be two (2) years. No chair shall serve more than two consecutive terms.

3.2.1 The committee will be comprised of the following members:

3.2.1.1 Chair (As selected by the members of the CCHFM Advisory Panel)

3.2.1.2 Vice Chair (As selected by the Advisory Panel)

3.2.1.3 Advisory Panel members (4)

3.2.1.4 National Office Representative

3.3 It is the responsibility of the chair and vice chair of the advisory panel to recruit panel replacements. In May 1st of each year, an expression of interest shall be sent to all CCHFM for consideration to serve on the panel. The deadline for submissions would be June 1st and successful candidates would assume their roles at the fall Advisory Panel meeting.

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**CERTIFICATION ADVISORY PANEL (Continued)****4. Responsibilities:**

4.1 Review application matrix to:

4.1.1 Receive applications from National Office

4.1.2 Evaluate applications for acceptance/rejection

4.2 Annual program review

4.3 In conjunction with Seneca College, annually review exam questions

4.4 Evaluate certification renewal applications (year 3)

4.5 Work with the National Office in administration development

4.6 Review/approve marketing and web site development

4.7 Act as spokespersons for program and promotion

4.8 Make recommendations on changes to the CHES CCHFM Program to the Professional Development Committee

**5. CEU credit**

5.1 Panel members shall receive 1 hour credit towards their CCHFM recertification for each Advisory panel meeting they attend up to a maximum of 4 credit hours per year.

*Developed July 2016*Approved by: \_\_\_\_\_  
President

Date: \_\_\_\_\_