

## Terms of Reference

**CERTIFICATION ADVISORY PANEL**

### Purpose:
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.

### Meetings:
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.

### Membership:
With the exception of the National Office representative, members are required to have and maintain the CCHFM designation. From Advisory Panel start up, original members may serve up to 3 years, which has been set as the September 2016 National AGM until the 2019 National AGM. This time frame will allow for other CHES members to achieve their designation and be able to serve on the Advisory Panel. After year 1 (September 2016), before September 2017 one original panel member is to be replaced by two new panel members. After year 2 (September 2017), before September 2018 one original panel member is to be replaced by two new panel members. After year three (September 2018), before September 2019 two original panel members are to be replaced by two new panel members. After 2017, the Panel will have reached its maximum number of members, seven (7). New Advisory Panel members would serve a 3 year term, replaced in groups of 2 each year. The term of Chair of the CCHFM Advisory Panel shall be two (2) years. No chair shall serve more than two consecutive terms. The committee will be comprised of the following members:
- Chair (As selected by the members of the CCHFM Advisory Panel)
- Vice Chair (As selected by the Advisory Panel)
- Advisory Panel members (4)
- National Office Representative

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.
CERTIFICATION ADVISORY PANEL (Continued)

Responsibilities:
1. Review application matrix to:
   a. Receive applications from National Office
   b. Evaluate applications for acceptance/rejection
2. Annual program review
3. In conjunction with Seneca College, annually review exam questions
4. Evaluate certification renewal applications (year 3)
5. Work with the National Office in administration development
6. Review/approve marketing and web site development
7. Act as spokespersons for program and promotion
8. Make recommendations on changes to the CHES CCHFM Program to the Professional Development Committee

CEU credit
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: _______________________________ Date: __________________

President