

## BRIEFING NOTE

**TO:** Board of Directors

**FROM:** Amy Stein, Acting Deputy Registrar

**DATE:** May 18, 2021

**SUBJECT:** 19.0 2021 Pre-Election Training Module

For Decision  For Information  Monitoring Report

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### **Purpose:**

To determine the Pre-Election Training Module that registrants will be required to complete in order to be eligible to run for election to the Board.

### **Background:**

In July 2020, the Board amended the by-laws and approved the Pre-Election Training Module Policy 4-18 (**Appendix A**). The by-laws now require registrants to complete a pre-election training module approved by the Board in order to become eligible to run for election to the Board.

Under the Pre-Election Training Module Policy, the Board must approve a training module on an annual basis at least 90 days before the election. In 2020 the Board approved Chapter 4 of the Jurisprudence Manual, on the Regulated Health Professions Act (RHPA).

### **For Consideration:**

It is proposed that the Board once again approve Jurisprudence Chapter 4: RHPA as the pre-election training module for 2021. The module includes a multiple choice test with 20 questions. Registrants who complete the module will receive 1 accredited PG CE hour which can be applied to their professional portfolio.

The RHPA Chapter was approved as a “phase I” option for 2020. The College continues to explore other more robust options for pre-election training, and intends to bring forward such proposals in the future.

### **Public Interest Considerations:**

The Jurisprudence RHPA module provides an overview of the primary act that governs health regulatory colleges in Ontario. By completing this module, registrants will gain a better understanding of the COO’s purpose and the role of the board and committees, and better ensure that they possess the basic knowledge necessary to carry out their fiduciary role as a director if and when they are elected.

**Diversity, Equity and Inclusion Considerations:**

The Jurisprudence Chapter is easily accessible on the COO website to any registrant and can be completed at the registrant's own leisure.

**Recommendation:**

That the Board approve Jurisprudence Chapter 4: RHPA as the pre-election training module for 2021.

## POLICY TYPE: GOVERNANCE PROCESS

### 4-18 Pre-Election Training Module Policy

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The Board of Directors of the College of Opticians of Ontario recognizes the importance of ensuring that Board members demonstrate the knowledge, skills and experience necessary to effectively fulfill their fiduciary obligations as Directors.

To that end, the Board may designate one or more training modules that must be completed by any registrant who wishes to be eligible for election to the Board in accordance with Article 6 of the By-laws.

The following process will be followed for any pre-election training module(s) designated by the Board:

1. The Board will approve the training module(s) on an annual basis by no later than 90 days prior to the day of the election.
2. The training module(s) will be made available to registrants by no later than 90 days prior to the day of the election.
3. The Board will ensure that the training module(s) is/are accessible to all registrants and align with the College's commitment to diversity, equity and inclusion.
4. The Board may determine the threshold for successful completion of the training module(s), and the manner of proof that the registrant will be required to provide to the College in order to verify successful completion. The Board may delegate any verification of successful completion to the Registrar and/or a committee, as appropriate.