



## Committee Terms of Reference

### Name:

Foreign Credentials Recognition Taskforce

### Members:

Membership in the committee is comprised of up to six individuals from amongst the CDAA corporate membership. The membership is to include:

- Committee Chair (CDAA representative – *position is still available*)
- **Mark Buzan**, (Executive Director, CDAA) [mbuzan@cdaa.ca](mailto:mbuzan@cdaa.ca); (613) 521-5495
- **Louise Tveter**, (CDAA Board Member) [dawnsmom10@hotmail.com](mailto:dawnsmom10@hotmail.com); (403) 274-8245
- *Up to three individuals from CDAA Stakeholder organizations*

Individuals expressing an interest in fulfilling a mandate must submit to the Executive Director of CDAA a letter of introduction with a current resume or biography. The Executive Director will take all applications to the CDAA Board of Directors for consideration. The duration of this committee and the individual mandates will be determinant upon the progress of the work accomplished but is expected to come to an end once its mandate has been accomplished.

### Goals:

1. Review the potential for CDAA and/ or stakeholders to administer a project through HRSDC on how Internationally Educated Professionals (IEPs) in oral health can overcome challenges to entry into the Dental Assisting workforce
2. Determine the role for CDAA, dental assisting stakeholders, and government in the eventual ownership and management of a learning module to address shortfalls identified by the NDAEB Clinical Practice Evaluations and in the obtaining of licensure

### Deliverables

This committee will have achieved its objective(s) when clarity on the roles of stakeholders is acquired and an agreement on the potential of the project is determined. The committee will be expected to produce reports annually and quarterly as required.

### Scope / Jurisdiction





The committee is a consultative one. The committee will seek to encompass the views of representatives of various dental assisting stakeholders. However, it is a special task force of the CDAA with a limited mandate of dealing with a possible project proposal to be submitted by CDAA to HRSDC. The views expressed by committee representatives will be taken into consideration by CDAA in the eventual delivery of the project.

Based on the initial discussions agreeing on the roles of stakeholders and the validity of the project, the committee's scope and jurisdiction may change.

### **Guidance from the Board / Lead Group**

The consensus and decisions derived from meetings will be reported to the CDAA Executive Committee and Board of Directors for further action to take place.

### **Resources and Budget**

As this committee is a taskforce of the CDAA, resources and budgets will be the responsibility of the CDAA. However, beyond the valued contributed time of committee volunteers, significant resources or budgets are not expected to be required.

### **Governance**

CDAA reserves the right to accept or not accept opinions brought forth through the committee's review.

### **Additional Notes**

- Meetings will be conducted via phone with occasional email communication occurring.
- Where there is shared information, such as plans and contact information, this information will be stored at CDAA's national office.
- The Committee Chair will take responsibility for reporting back to the task force and for communicating back to the CDAA's Board and Executive Committee. CDAA's Executive Director will assume responsibility for the circulation of information.

