

Council of Canadian Veterinary Registrars

LIMITED LICENSURE – COMPETENCY ASSESSMENT TOOL DEVELOPMENT

Subject Matter Expert (SME) Group – Terms of Reference

MANDATE:

The Subject Matter Expert (SME) Group is responsible for providing the content expertise necessary to develop competency assessment tools for limited licensure candidates based on a portfolio and supervision components. The goal of this project is to assess the competence of veterinarians within a proposed limited scope of practice, administered by the National Examining Board.

RESPONSIBILITIES:

Working under the direction of the CAMPROF Canada, the responsibilities of the SME Group are to:

- 1) Identify and review relevant information that could inform the content of the assessment tools: literature, veterinary competency profile, data provided by regulatory bodies, personal experiences, curriculum, etc.
- 2) Work collaboratively (online meetings and offline homework) to draft, review and revise assessment criteria and the proposed supervision framework;
- 3) Provide input on assessment indicators, eligible evidence weightings, standardized evaluation criteria, measurement and scoring system;
- 4) Act as beta testers during the pilot phase to validate the assessment tool, as necessary.

COMPOSITION:

The SME Group is composed of seven to eight members that include the following:

- regulatory representatives;
- practicing veterinarians;
- veterinary medicine educators;
- representation from various:
 - locations (i.e., from a variety of regulated jurisdictions);
 - years of experience (i.e., new and experienced practitioners); and
 - practice settings (i.e., large animal, small animal, equine).

SME Group members must also meet the following criteria:

- demonstrated ability to work effectively in small groups;
- a commitment to problem-solving and achieving consensus for the purposes of developing a pan-Canadian program;
- good written and verbal communication skills;
- a strong understanding of the skills, knowledge and attributes associated with entry-level veterinary medicine in Canada; and
- availability to attend meetings according to the following schedule.

MEETINGS

Meetings will be facilitated by CAMPROF Canada and will run per the following tentative schedule:

Timing	Meeting
Early June 2023	Development of Assessment Criteria #1 – 90-minute meeting (Zoom call)
Early July 2023	Development of Assessment Criteria #2 – 90-minute meeting (Zoom call)
Early August 2023	Development of Assessment Criteria #3 – 90-minute meeting (Zoom call)
Late September 2023	Review, refinement, and final meeting – 90-minute meeting (Zoom call)
One additional teleconference may be required.	

LANGUAGE

Group meetings will be conducted in English, however one of the facilitators is fluently bilingual and can assist with interpretation and translation.

TERM OF OFFICE

The members' term is for the duration of the project, which is projected to end by January 2024.