Terms of Reference - Draft November 22, 2013
Q-MED Designation Review Committee

Mandate:

The National Q –Med Designation has been in place for approximately 5 years. The ADRIA Designations Committee has raised a number of questions with the ADRIA Board regarding appropriate application of National Standards, including education requirements and assessment of competence. It is time for a review to ensure the Q-Med designation is being implemented as intended, the integrity of the designation is maintained, and there is ongoing value to designation holders and those they serve. The Q–MED designations committee will gather and analyse information; examine present standards and practices, identify areas that may need to be improved and options to address them both in regard to ADRIA practices and areas to raise and dialogue with ADRIC and other regional partners.

Key principles guiding this process are:

- ***Consistency***: Cconsistent application of designation standards Nationally wherever possible
- ***Accessibility:*** Encouraging professionals who use ADR in their practice to pursue Q-Med designation to enhance their ADR skills and provide a quality product to their employers and clients
- ***Quality Assurance***: Q –Med and C-Med designations are different designations both having integrity and value to the profession and those they serve
- ***Clarity***: Clear guidelines to support consistent, fair and transparent application of Q-med standards by ADRIA
- ***Collaboration:*** Respect that ADRIC is the owner of the Q-med designation and it is in the best interest of ADRIA to work collaboratively with ADRIC and their affiliates to strengthen our profession.

Responsibilities\Tasks:

1. Consulting with other regional affiliates and preparing a document comparing present practices in implementation of Q-Med designation across Canada
2. Consulting with ADRIC and reporting on relevant areas of interpretation of National standards
3. Identifying those areas the committee believes need to be addressed regarding any inconsistent application of standards; unclear policies or practices and making appropriate distinctions between Q-Med and C-Med designation (education, assessement, ethics and practice expectations)
4. Identifying options for solutions to address any issues identified
5. Providing a report and recommended strategy to the ADRIA Board by ????? date

Duration of Committee: From date of appointment to the delivery of a report and recommendations to the ADRIA Board

Chair of Committee: ADRIA Board member as appointed by the Board

Committee Membership: **At least 2** members appointed by the Board (including the Chair)

At least 1 member of the Designations committee

[1]**1-3 additional members who can bring added perspectives**

ADRIA staff member overseeing the designations function

Requirements for Staff Time: Assist committee in finding meeting space, supporting research and report development

Budget Requirements: Committee costs associated with conference calls ???

Reporting of Committee: Interim reports and\or final recommendations

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- [1] This could include Professionals who are currently pursuing Q-Med, and or have achieved their Q-med; ADR Instructors\Assessors; ADR Policy makers; Q-med clients\employers to include all stakeholder perspectives