

Recruitment Call – Screening Committee

The College of Physiotherapists of Ontario is the regulatory body for the province's over 12,000 physiotherapists. As a part of its regulatory mandate, the College registers qualified individuals to practice the profession, ensures they remain competent to practice throughout their careers, and investigates concerns about physiotherapists' practice when necessary.

Open positions on the Screening Committee:

The College is looking to appoint at least two (2) Non-Board Committee Members to the Screening Committee. The Screening Committee is a new non-statutory committee and is responsible for screening and vetting candidates for election to the Board of Directors, ensuring they meet the eligibility requirements set out in the By-laws.

Non-Board Committee Members may be:

- **Registrants** – physiotherapists with any class of registration who are not current Board Directors

Or

- **Public Non-Board Committee Member** – individuals who are not physiotherapists

As outlined in the Committee's [Terms of Reference](#), preference will be given to:

- A former Board Director for one of these positions, and
- Individuals with expertise in areas such as equity, diversity and inclusion or human resources.

Exclusion Criteria

In addition to the eligibility criteria defined in the College's By-laws, individuals are excluded from serving on the Screening Committee if they are running for election or may nominate a candidate for election the same year in which they sit on the Committee.

Role of the Screening Committee:

The specific duties of the Committee include but are not limited to:

1. Review and approve eligibility of candidates for election to the Board in accordance with the By-laws.
2. Ensure that candidates for election to the Board have met the competency requirements as set out by the Board.

3. Review disputes regarding a Registrant's eligibility to nominate a peer and vote in an election.
4. Review and approve each candidate's statement or direct the candidate to make changes to their statement to align with [Policy 7.6: Election Campaign](#).
5. Subject to the By-laws, assist in administering the election in any additional capacity upon request from the Registrar.
6. Upon a referral from the Registrar, review the validity of the voting and counting process of the election and make a report and recommendation to the Board.

Eligibility Criteria and Considerations for Committee Appointments

In accordance with the College By-laws, a physiotherapist is eligible for appointment to a Committee if, on the date of the appointment:

- They are registered with the College and reside or practise in Ontario
- They are not before the Discipline or Fitness to Practise Committee
- They have not had a finding of professional misconduct, incompetence or incapacity made by the Discipline Committee or the Fitness to Practise Committee in the last six years
- They have not been the subject of a College investigation where action was taken (Caution, Undertaking, Specified Continuing Education and Remediation Program (SCERP))
- They have not been a director, officer, committee member, employee or have had a decision-making role in the Ontario Physiotherapy Association (OPA), the Canadian Physiotherapy Association (CPA) or similar organizations with a mandate or interests that conflicts with the mandate of the College of Physiotherapists of Ontario in the last 12 months

In accordance with the College By-laws, a Public Non-Board Committee Member is eligible for appointment to a Committee if, on the date of the appointment:

- They live in Ontario
- They are not facing any disciplinary actions from any regulatory body
- They have not been found guilty of professional misconduct in the last six years by any regulatory body
- They have not been a director, officer, committee member, employee or have had a decision-making role in the Ontario Physiotherapy Association (OPA), the Canadian Physiotherapy Association (CPA) or similar organizations with a mandate or interests those conflicts with the mandate of the College of Physiotherapists of Ontario in the last 12 months

This list is not exhaustive, please refer to the [College By-laws](#).

Time Commitment of Committee Members

It is anticipated that the Screening Committee will meet at least once annually following the close of the nomination period, typically in late February or early March. This virtual meeting will focus on reviewing and determining the eligibility of received nominations. The duration of the meeting will vary depending on the number of nominations but is expected to be up to 2-3 hours.

- Additional meetings may be necessary, such as to address any issues with candidate statements or election inquiries.

Compensation

Members are compensated for the time that they spend attending meetings, preparing for meetings, and participating in activities related to their role. The current rate for meeting attendance is \$54/hour or \$379 for a full day. The current rate for meeting preparation is \$52/hour. The College will also pay for eligible expenses where applicable. Detailed information can be found in the College's Honoraria and Expenses policy found in the [Governance Manual](#).

Terms of Office

Committee appointments are for one-year and renewable annually to a maximum of nine consecutive years.

How to Apply

If you are interested in this opportunity, please [submit an online application form](#) no later than **October 10, 2025**. The online application includes:

- Completing the Values, Behaviours and Competency Assessment
- Uploading a current resumé (file name: FirstName_LastName_CV)
- Uploading a cover letter that describes how you meet the qualifications of this position. (file name: FirstName_LastName_Coverletter)

Applicants may be asked to participate in a short virtual interview. Interviews will begin in late mid-October.

We thank all applicants for their interest. However, only candidates selected for an interview will be contacted and invited to participate in the process of recruitment. If you have any questions please contact Caitlin O'Kelly, Governance Specialist at cokelly@collegept.org.

No phone calls or agencies, please.

College's Diversity Commitment

The College is committed to ensuring equity and diversity in employment. Our goal is to create a diverse, inclusive workforce that reflects the communities we serve and to ensure our services and communications are accessible to all individuals. The College welcomes the participation of both French and English-speaking committee members. Accommodation is available under the Ontario Human Rights Code.

College of Physiotherapists of Ontario

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