

## **REGULATED MEMBER RESOURCE LIST (RMRL) VOLUNTEERS FREQUENTLY ASKED QUESTIONS**

### **What is the Regulated Member Resource List?**

Pursuant to Section 15 of the *Health Professions Act* (HPA), a Council must appoint a minimum of four Regulated Members to the Regulated Member Resource List (RMRL). These individuals serve on Hearing Tribunals in complaints of unprofessional conduct and on Complaint Review Committees (CRC). As a member of a Hearing Tribunal, RMRL members hear evidence and witness testimony from both parties (the Regulated Member and the CMLTA) regarding the charges and alleged unprofessional conduct of an individual. They then render findings (in a written decision) of innocence or guilt, provide substantive reasons for their decision, and impose appropriate sanctions in the case of a culpable party.

### **What courses are available?**

It is advisable to review the courses offered by the Foundation of Administrative Justice. *Principles of Administrative Justice* is a basic introductory two-day course and provides a good overview of the roles and responsibilities of RMRL volunteers. There are several course offerings available at [www.foaj.ca](http://www.foaj.ca), and an individual can ultimately take multiple courses and obtain a certificate. These courses are offered in several sites and the CMLTA will cover registration (the CMLTA has an annual membership for reduced rates), travel, accommodation, and meal per diem as per CMLTA policy.

### **How many years are volunteers required to serve on the RMRL?**

As it is a significant investment of your personal time and the CMLTA also invests financially in the education component, it is suggested that volunteers serve 5-10 years in this role. Many current RMRL members have been volunteering for more than 10 years.

### **What does a year of volunteering look like in terms of commitment hours?**

As the number of hearings are dependent upon the number and nature of complaints of unprofessional conduct; it can be variable and not easy to predict. Some years the CMLTA has had 3-4 hearings and then there are other years when there are no hearings and RMRL volunteers are not called upon at all. The CMLTA strives to maintain 4-8 volunteers as each hearing tribunal is comprised of two CMLTA RMRL volunteers and one public member appointed by the government. Volunteers are usually not called upon for consecutive hearings; however, sometimes this cannot be avoided if one member has a conflict of interest and cannot participate in a hearing (e.g. they know the accused, witnesses, or the complainant and cannot act in an unbiased manner). Hearings can be scheduled for one to five days, but most proceedings are conducted in one day. The hearing tribunal is required to provide a written decision within 1-2 months after the proceedings with the assistance of independent legal counsel for the tribunal panel. This can require several hours as tribunal members work via email and teleconference to draft their final decision.

**Do you have an expectation document for volunteers to review?**

There is not a specific document which sets out expectations for RMRL volunteers. The [Code of Ethics](#) is a good starting point for the expectations of all Regulated Members, including those serving on the RMRL. An individual's interest in this volunteer role is primarily driven by their desire to contribute to their profession, an interest in administrative justice, and their willingness to expand and develop a new skill set. The CMLTA makes every effort to support their volunteers to develop in this role and ensure they are financially reimbursed.

**Are volunteer hours counted toward the 900 MLT practice hours required over a four-year period to renew my registration?**

No, MLT practice hours are only those hours obtained via MLT employment.

**When and where are hearings held?**

Hearings are held at the CMLTA office in Edmonton, during regular business hours. The CMLTA does provide wage replacement for hearing days, but not for preparation time or education events.

**What is the first step to volunteer for the RMRL?**

You need to submit a letter to the CMLTA Council expressing your interest in volunteering to the RMRL and an overview of your professional portfolio (e.g. formal education, employment, professional development and continuing education, etc.). Council will review your expression of interest and consider your official appointment at their next regularly scheduled meeting.