

Professional Committee Appointee

Application Form

Thank you for your interest in serving on the College or Respiratory Therapists of Ontario (CRTO) committee(s). For detailed information about the CRTO committees and to learn more about what to expect when serving on a committee (e.g., time commitments), please visit the CRTO website, Council and Committees section.

Note: you must complete <u>CRTO's online orientation module</u> relating to the duties, obligations and expectations of Council and committee members before submitting your application. Please include a downloaded PDF of your certificate of completion with this application.

1. Al	PPLICANT INFORMATION						
NAME							
CRTO R	CRTO REGISTRATION NO.						
PHONE	NUMBER						
EMAIL							
2. ELI	GIBILITY DECLARATIONS (check	■ all that apply)					
1.	I practice and/or reside in Ontario.						
2.	I hold a General or Limited Certificate of Registration with the CRTO.						
3.	My certificate of registration is not subject to a term, condition or limitation arising from professional misconduct, incompetence, incapacity or quality assurance proceeding.						
4.	I have completed the CRTO's online orientation module relating to the duties, obligations and expectations of Council and committee members.						
5.	I am NOT running for election on the CRTO Council.						
6.	I am not in default of the payment of any CRTO fees.						
7.	I am not the subject of any current or past disciplinary or incapacity proceeding by a body that governs respiratory therapy in any jurisdiction.						
8.	I am not the subject of any current or past disciplinary or incapacity proceedings by a body that governs any other profession in any jurisdiction.	s 🗆					
9.	I have not been found guilty by a court or other lawful authority (unless it has been reversed on appeal or judicial review) of: i. a criminal offence; ii. any offence relating to the prescribing, compounding, dispensing, selling or administering of drugs; or iii. any offence relevant to my suitability to be licensed or registered with any professional						

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10.	10. I am not an employee, director, officer, or elected member of any provincial or national professional association or special interest group related to the respiratory therapy profession (an "Elected Member" in a professional association would be a position on their executive/board).					
11.	11. I am not an appointed committee Chairperson or member of a committee of any provincial or national respiratory therapy associations, such that it is reasonable to expect that a real or apparent conflict of interest may arise.					
12.	12. I am not an elected representative, director, officer or employee of, or a party to a contractual relationship to provide services (e.g., as a consultant for the CRTO).					
13.	organization which develon profession; or	or ficer, or elected member of a working gr ops or produces "entry to practice" exam eate an actual, potential, or perceived co	ninations related to the			
14.	Within the last six (6) years, I have	not been disqualified from sitting on the	CRTO Council or committee.			
	incompetence or incapaci ii. had my certificate of regis incompetence or incapaci iii. received a new certificate	tration revoked as a result of a profession	onal misconduct, ny certificate of registration as			
3. COI	MPETENCY PROFILE					
compet membe develor	tencies) expected of CRTO Council ar er, these competencies can continue oment.	tency Profile defines the knowledge, skil nd Committee members. Once an individ to be enhanced through ongoing orient	dual becomes a Council or commation, continuing education and	nittee professional		
	-assessment rating using the followi	operience or interest in developing the forms of the form	ollowing competency areas and	complete		
5 ←	4	3	2	1		
_	evel of competence/extensive ience in the competency area	average level of competence/some experience in the competency area		kperience in etency area		
	vernance and Fiduciary Responsibilit ise provide a brief description of your ex	ies perience and/or interest in governance and t	fiduciary responsibilities:			
i.		re and function of the CRTO (i.e., the	Self-assessment Rating (choo	ose one 🗷)		
	CRTO mandate, professional self-re	-	2 4			

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Professions Act, and other relevant legislation).

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	ii. The structure & function of the CRTO Council & committees (the role of	Self-assessment Rating (choose one 🗷)		×)		
	the Council and committees in accomplishing the College's mandate; the distinction between the role of Council & the roles of the Registrar and CRTO staff).	5	4	3	2	1
	iii. The principles of good governance (accountability and transparency,	Self-assessment Rating (choose one 🗷)			×)	
	confidentiality and conflict of interest, right touch regulation, good faith, trust, preparedness, and participation).		4	3	2	1
2.	Financial and Organizational Oversight Please provide a brief description of your experience and/or interest in financial and orga	nizational c	oversight:			
	Financial management [basic financial literacy (e.g., how to read and interpret financial statements), financial planning and budget		_	Rating (cho	_	
	development process, adequate financial controls].	5 	4 □	3 	2 □	
	ii. Risk Management (risk-based regulation, identification and mitigation of	Self-assessment Rating (choose one 区)				
	organizational risk, succession planning for senior leadership).	5	4	3	2 	1
3.	Collaborative Leadership Please provide a brief description of your experience and/or interest in collaborative lead	ership:				
	 i. Professionalism (respectful of diverse backgrounds and points of view, self-reflective and committed to ongoing growth and improvement). 	Self-assessment Rating (choose one 🗷)				
		5	4	3	2 	
	ii. Communication (respectful participation in discussions, active listening,	Self-assessment Rating (choose one 🗷)				
	effective questioning).	5	4	3		
	iii. Decision-making (strategic thinking, ability to maintain objectivity).		_	Rating (cho		
		5	4	3	2 □	

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4. CONFLICT OF INTEREST & RECORD OF AFFILIATIONS

A conflict of interest exists where a reasonable person could conclude that the personal or private interests of the individual Council or committee member, or a related person or related company, could improperly influence, or be perceived to influence, the individual's judgment in performing their duties as a committee member. A conflict of interest may be actual, potential or perceived. For more information, please see Schedule a of By-law 2: Council and Committees Code of Conduct and Conflict of Interest.

NOTE: While applicants are not prohibited from interacting or participating with professional associations or advocacy groups, it is crucial to assess these relationships and take steps to identify and manage any actual, potential or perceived conflicts.

To assist the CRTO with identifying any potential conflict of interest, please outline all the affiliations and/or memberships you have including those related to your **employment**, **professional affiliations**, **and voluntary activities**.

Start Date	End Date	Organization	Roles/Responsibilities
	(if applicable)		
5. ADDITIO	NAL INFORM	ATION (optional)	
C CIONATI	IDE		
6. SIGNATI	JKE		
APPLICANT	SIGNATURE		DATE

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7. SUBMITTING YOUR APPLICATION

Application Checklist:
Completed application form
Resume (optional)
Copy of the email confirmation or your certificate of completion of the online orientation module relating to the duties, obligations and expectations of Council and committee members
The completed application and the supporting documentation (see above) should be emailed to officeofregistrar@crto.on.ca or mailed to:
Office of the Registrar
College of Respiratory Therapists of Ontario
90 Adelaide St. W., Suite 300,
Toronto, ON, M5H 3V9

After you submit your application, the CRTO will contact you to confirm receipt of the application. The CRTO will then review your application and provide you with more information about the next steps in the committee appointment process.

Questions? If you have further questions, please contact the CRTO office at 1-800-261-0528 or 416-591-7800 or email us at officeofregistrar@crto.on.ca .

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