

**Nova Scotia Continuing Care Assistant Program  
Advisory Committee (CCAPAC)  
Terms of Reference**

**Purpose:**

In the province of Nova Scotia, Continuing Care Assistants (CCA) are not regulated by legislation or governed by a regulatory body and, therefore, responsibility for issues related to public interest and governance rests largely with the employer. In the absence of a governing body, the Nova Scotia Department of Health and Wellness (DHW) supports and provides oversight for the CCA Program which includes the educational component, certification process, and CCA Registry.

To assist with these activities the Nova Scotia Continuing Care Assistant Program Advisory Committee (hereafter referred to as “the committee”) has been established by the Department of Health and Wellness to govern the Continuing Care Assistant Program throughout Nova Scotia.

**Authority:**

The Committee acts in an advisory capacity and will make recommendations to the Department of Health and Wellness on all policy matters relating to the CCA Program and its services, including but not limited to curriculum standards, certification, and CCA Registry. The Committee reports to the Executive Director, Department of Health and Wellness, Continuing Care Branch.

The role of the CCAPAC includes:

- Setting standards for the CCA Program including curriculum, administration, certification and placement standards for the CCA Program
- Conducting consultations with employers, educators, students and other relevant stakeholders at regular intervals to receive feedback on the CCA Program’s standards and registry
- Monitoring trends and issues within the health system to advise the Department of Health and Wellness on the evolving skill sets required of the CCA and of the subsequent educational impact
- Ongoing evaluation and revision of CCA Program standards (curriculum, administration, certifications and placement)
- Licensing education providers for CCA education delivery
- Ensuring that CCA licensed education providers are operating in compliance with established standards
- Providing opportunity for certification to persons graduating from licensed CCA education providers
- Providing governance for the CCA Registry
- Establishing performance expectations for the program’s services, committee, and administration
- Establishing strategic goals (short and long term) as well as objectives and workings groups to meet the goals as required
- Reporting annually on CCA Program including progress toward goals and objectives

The role of Department of Health and Wellness includes:

- Supporting the development, approval, delivery and maintenance of the CCA Program such that it prepares Certified CCAs to meet the needs of the clients of the health care system
- Assisting with the establishment of standards (curriculum, administration, certification, and placement) for the delivery of the CCA Program across the province
- Establishing entry to practice requirements for employment in the DHW’s Continuing Care Branch funded programs

## **Committee Composition:**

- Three CCA employer representatives from the nursing home sector: one representative shall be an administrator, one representative shall be a director/coordinator of care, and the third in a senior or supervisory role
- Three CCA employer representatives from the home care sector: one representative shall be an administrator, one representative shall be a director/coordinator of care, and the third in a senior or supervisory role
- Two CCA employer representatives from the NSHA (acute care sector) both representatives shall be in a senior or supervisory role
- Three CCA representatives: one representative shall be employed in a nursing home setting, one in a home care/support environment, and one from an acute care setting
- Two CCA licensed education provider representatives. One representative from a publically funded education institution and one representative from a private education institution
- One representative as nominated by the College of Licensed Practical Nurses of Nova Scotia
- One representative as nominated by the College of Registered Nurses of Nova Scotia
- One representative of the Department of Health and Wellness, Continuing Care Branch
- Executive Director, Department of Health and Wellness, Continuing Care Branch ex-officio
- Administrator, CCA Program, ex-officio
- The Department of Health and Wellness representative shall be the Chair
- The committee shall appoint the co-Chair from the above representatives
- Ad hoc representatives will be invited to participate as required

A copy of the meeting minutes shall be forwarded to the ad hoc representatives as required, the Nursing Policy Advisor, and the Director of Health System Workforce Planning, Department of Health and Wellness.

## **Approval of Committee Decisions**

No business shall be approved at any meeting of the Committee unless a quorum of members is present at the commencement of the meeting. A quorum shall consist of 50% plus one of the voting membership. A motion will pass when 60% of the quorum agrees to the motion. An email motion will pass when 60% of the voting membership agrees to the motion.

## **Term of Membership:**

A committee member will sit on the committee for a term of three years; as long as the member continues to represent the entity he/she was invited to represent. Outgoing members may be nominated for the selection process for a second term. Outgoing members may not be nominated for a third term but may be nominated again after a period of three years. An effort will be made to stagger the terms to ensure only one-third of the membership is replaced each year.

## **Frequency of Meetings:**

The committee shall establish an annual slate of meetings in sufficient frequency to action its responsibilities. If a committee member misses three consecutive meetings, the committee may seek a new representative for the position held by the absent member.

Revised: November 2015  
Approved: February 2016

## **Committee Support:**

The committee will receive staff support from the Health Association Nova Scotia. The Health Association is contracted to manage the CCA Program under the direction of the committee and Department of Health and Wellness. Performance expectations for the administration of the CCA Program will be established by the committee and the Health Association and be approved by the Department of Health and Wellness.

Travel expenses to the committee meetings will be covered in accordance with Department of Health and Wellness policy.