



# Terms of Reference

## Pharmacopoeia and Diagnostic Referral Committee

Authority	The Pharmacopoeia and Diagnostic Referral Committee (the Committee) is established under section 21 of the College's bylaws.
Mandate	<p>Develop, review, and recommend to the Board standards of practice respecting prescribing, compounding, dispensing and administering drugs, preparations and medicine by registrations.</p> <p>Develop, review, and recommend to the Board standards of practice in respect to ordering and using laboratory and diagnostic tests and tests results by registrants.</p>
Responsibilities	<p>Review all new drugs that are approved by Health Canada and provide recommendations to the Board for approval, to exclude or include such drugs to be within the prescribing scope of practice of registrants.</p> <p>Review and recommend updates to the Board on the Scope of Practice for Naturopathic Physicians: Standards, Limits and Conditions for Prescribing, Dispensing and Compounding Drugs.</p> <p>Prepare and maintain all future standards of practice for registrants as it relates to prescribing, dispensing and compounding drugs, with approval of the Board.</p> <p>Prepare and maintain all future standards of practice for registrants as it relates to laboratory and diagnostic tests and test results, with approval of the Board.</p> <p>Consider and review all applications for use of an excluded drug that is received by the College from registrants. If the Committee recommends an excluded drug be included in the scope of practice of registrants, the Board must approve the recommendation.</p> <p>Consult with the Quality Assurance Committee, as necessary.</p> <p>Consult with other College committees, registrants or other individuals who have expertise relevant to any matter considered by the Committee, as necessary.</p>

## Composition

The Committee consists of eleven persons appointed by the Board, including:

1. six full or non-practising registrants, at least one of whom is an educator from a recognized naturopathic medicine education program as outlined in Schedule “A” of the bylaws;
2. one appointed Board member;
3. two medical practitioners;
4. one pharmacist confirmed by the College of Pharmacists of BC as suitable for membership on the Committee; and
5. one person nominated by the Ministry of Health Services.

The Board chair and the registrar may be ex officio members of the Committee.

The Committee Chair (and Vice Chair if required) are appointed by the Board.

## Competencies

One or more Committee members will have the following specific competencies or experience:

**Adjudication and Hearing:** Knowledge and experience of participating in and/or chairing hearings within a legislative framework, and an understanding of administrative law principles and procedural fairness.

**Committee/Panel Leadership:** Experience in facilitating committee or panel meetings, developing a positive culture, conflict resolution, and fostering effective decision making.

**Governance Expertise:** Understand how governance works, how committees should function, and be able to think critically about committee structures and practices.

## Term of Appointment

Appointments for all Committee members, including the Committee chair, are for three years. Terms will be staggered to avoid complete change over of committee members in any given year. Appointees are eligible for reappointment by the Board, to a maximum of three consecutive terms.

A registrant appointed to the Committee ceases to be a member if they are no longer a registrant in good standing or if they become a College employee.

Any Committee member may resign from the Committee, upon written notification to the registrar. Committee members who are absent for more than three committee meetings per year may, upon review of the Board, be immediately removed. The chair has the discretion to approve, in advance, an extended absence of any Committee member.

A Committee member may be removed from the Committee by majority vote of the Board under section 23(1) of the bylaws.

Quorum	A majority of the Committee constitutes a quorum.
Panels	The Committee does not meet in panels.
Reporting	The Committee, via the Chair, must provide a written annual report of the Committee's activities to the Board.
Confidentiality	Each Committee member must sign a confidentiality policy at the time of each appointment and at the time of each term renewal, indicating their agreement to maintain the confidentiality, privacy, security, and integrity of all meeting and Committee materials.
Conflict of Interest	<p>Each Committee member must sign a conflict of interest policy at the time of each appointment and at the time of each term renewal, indicating their agreement to abide by the policy.</p> <p>Committee members must declare conflicts of interest prior to the discussion of individual agenda items or at any time a conflict of interest or potential conflict of interest arises.</p> <p>Once a conflict of interest is declared, the Committee must follow the guidance and directives in the conflict of interest policy.</p>