



# Terms of Reference

## Quality Assurance Committee

<p>Authority</p>	<p>The Quality Assurance Committee (the Committee) is established under section 19 of the Health Professions Act and section 20 of the College bylaws.</p>
<p>Mandate</p>	<p>Establish and maintain a quality assurance program to promote high practice standards, continuous learning, and professional development among registrants.</p>
<p>Responsibilities</p>	<p>Recommend standards of practice to enhance the quality of practice and reduce incompetent, impaired or unethical practice amongst registrants.</p> <p>Establish and maintain a quality assurance program to promote high practice standards among registrants and continuous learning and professional development.</p> <p>Recommend continuing education courses for approval.</p> <p>Articulate and recommend a timetable for implementing programs to identify outcome measurements and evaluation methods.</p>
<p>Composition</p>	<p>The Committee consists of at least three persons appointed by the Board.</p> <p>At least one-third of the Committee must consist of public representatives.</p> <p>The Board chair and the registrar are ex officio members of the Committee.</p> <p>The Committee Chair (and Vice Chair, if required) are appointed by the Board.</p>
<p>Competencies</p>	<p>One or more Committee members will have the following specific competencies or experience:</p> <p>Committee/Panel Leadership: Experience in facilitating committee or panel meetings, developing a positive culture, conflict resolution, and fostering effective decision making.</p> <p>Governance Expertise: Understand how governance works, how committees should function, and be able to think critically about committee structures and practices.</p> <p>Quality Improvement: Experience and understanding of quality assurance and quality improvement programs and assessments in health care, and experience in developing tools that enable meaningful feedback and continuous improvement.</p>

<p>Term of Appointment</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>A Committee member may be removed from the Committee by majority vote of the Board under section 23(1) of the bylaws.</p>
<p>Quorum</p>	<p>A majority of the Committee constitutes a quorum.</p>
<p>Panels</p>	<p>The Committee may meet in panels of three persons of which one is a public member.</p> <p>The chair of the Committee must appoint the members of a panel and must designate a chair of the panel.</p> <p>The panel may exercise any power, duty or function of the Committee.</p>
<p>Reporting</p>	<p>The Committee, via the Chair, submits a report of its activities to the board annually, or as required by the Board.</p>
<p>Confidentiality</p>	<p>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.</p>
<p>Conflict of Interest</p>	<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. Once a conflict of interest is declared the Committee must follow the guidance and directives in the conflict of interest policy.</p>