



## QUALITY ASSURANCE COMMITTEE

### Background

The college is required to establish a Quality Assurance Committee.

### Authority

Health Professions Act sections 16, 19(1), 20.4, 26.1, 26.2, 33 to 40; Bylaws sections 17-20, 49, 50, 53, 54.

### Mandate

To ensure that registrants are competent to practice and to promote high practice standards amongst registrants.

### Responsibilities

- Monitor and enforce standards of practice to enhance the quality of practice and reduce incompetent, impaired or unethical practice amongst registrants.
- Establish and maintain a quality assurance program to promote high practice standards among registrants and continuous learning and professional development.
- Recommend standards of practice for continuing competency for the board's approval.
- Develop practice guidelines and / or advisory statements when required.
- Establish and maintain a quality assurance program in accordance with current testing standards and assessment practices.
- Set, administer and maintain policies on all matters related to assessment principles, selection or design and processes.
- Establish and validate professional practice competencies, assessments and assessment standards.
- Establish sub-committees and ad hoc working groups for board appointment, to develop, administer and maintain assessments for the purposes of the quality assurance program

### Reporting relationship

The committee as a whole reports through the chair to the board. The committee must submit a report of its activities to the board annually.

### Membership

- At least six persons appointed by the board
- At least 1/3 of its members must be public representatives, of which at least one of whom must be an appointed board member.



## Term of appointment

Initial appointments by the board are for one-year or two-year terms, in order to ensure continuity of committee membership. Subsequent terms of appointment must not exceed two years. Members are eligible for reappointment by the board but may not serve more than three consecutive terms.

A registrant appointed to the committee ceases to be a member if they are no longer a full pharmacist in good standing or if they become a college employee.

Any committee member may resign upon written notification to the registrar. Committee members who are absent for more than three Quality Assurance Committee meetings per year automatically forfeit membership on the committee. The chair has the discretion to approve, in advance, an extended absence of any Quality Assurance Committee member.

## Committee officers

The Quality Assurance Committee members will recommend to the board the appointment of a chair and vice-chair from amongst the committee's members for a term of one year. The Quality Assurance Committee members will recommend to the board the appointment of new Quality Assurance Committee members as vacancies or extraordinary needs arise.

## Voting rights

Each Quality Assurance Committee member, including each public representative, is entitled to one vote on all matters coming before the committee or a panel of the committee. In the case of an equality of votes, the chair shall have an additional casting or deciding vote.

## Meeting procedures

<i>Schedule:</i>	At least three times annually
<i>Format:</i>	In person, by teleconference
<i>Agenda:</i>	Developed by college staff in consultation with the committee chair, with input from committee members
<i>Panels:</i>	The committee chair, who also designates the panel chair, must appoint panel members. A panel of a committee may exercise any power, duty or function of the committee.
<i>Attendees:</i>	Only Quality Assurance Committee members and college staff are entitled to attend committee and panel meetings, unless specifically invited by the committee or panel chair as a guest.
<i>Quorum:</i>	A majority of the committee or all members of a panel
<i>Minutes:</i>	Drafted by college staff for review and approval at next committee meeting; filed at the college office
<i>Secretariat support:</i>	Provided by the college, including meeting coordination, preparation and distribution of materials and drafting meeting minutes.



### **Conflict-of-interest disclosure**

Members must declare conflicts of interest prior to the discussion of individual files. A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the task group activities. A conflict of interest may be real, potential or perceived in nature. Individuals must declare potential conflicts to the chair of the task group and must either absent themselves from the discussion and voting, or put the decision to the task group on whether they should absent themselves.

### **Confidentiality**

Each committee member must sign a confidentiality agreement at the time of each appointment indicating their agreement to maintain the confidentiality, security and integrity of all materials during and after their term on the committee.

### **Remuneration**

Committee members may claim honoraria and expense reimbursement in accordance with the board's policy and guidelines for claiming committee expenses.

### **Amendment to terms of reference**

The board may amend committee terms of reference at any time and from time to time.