

# Quality Assurance Committee

## Terms of Reference



### **Authority**

The Quality Assurance (QA) Committee is a statutory committee. [HPPC<sup>1</sup> s. 10(1) para 6]

### **Mandate, Duties and Powers**

The Quality Assurance Committee is responsible for administering the College's quality assurance program in accordance with the HPPC and the QA Reg<sup>2</sup>. [QA Reg s. 27(1)]

In carrying out the above mandate, the Quality Assurance Committee has the power to:

- appoint assessors for the quality assurance program; [HPPC s. 81]
- require a Registrant to undergo a peer and practice assessment; [QA Reg. s. 28(1)] and
- approve the form and manner in which Registrants are required to maintain a record of their participation in a program of continuing professional development. [QA Reg. s. 29(3)]

The Quality Assurance Committee reviews peer and practice assessment reports and makes decisions regarding Registrants who have been assessed. In so doing, the Quality Assurance Committee may only do one or more of the following:

- confirm the Registrant had a successful peer assessment and no further action is required;
- require individual Registrants whose knowledge, skill and judgment have been assessed under the quality assurance program and found to be unsatisfactory to participate in specified continuing education or remediation programs;
- direct the Registrar to impose terms, conditions or limitations for a specified period to be determined by the Committee on the certificate of registration of a Registrant,
  - whose knowledge, skill and judgment have been assessed or reassessed under s. 82 of the HPPC and have been found to be unsatisfactory, or
  - who has been directed to participate in specified continuing education or remediation programs as required by the Committee and has not completed those programs successfully;

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<sup>1</sup> Health Professions Procedural Code ("HPPC"), Schedule 2 to the *Regulated Health Professions Act, 1991* ("RHPA")

<sup>2</sup> *Ontario Regulation 114/94, Part VII* (the "QA Reg")

- direct the Registrar to remove terms, conditions or limitations before the end of the specified period, if the Committee is satisfied that the Registrant's knowledge, skill and judgment are now satisfactory; or
- disclose the name of the Registrant and allegations against the Registrant to the Inquiries, Complaints and Reports Committee if the Quality Assurance Committee is of the opinion that the Registrant may have committed an act of professional misconduct, or may be incompetent or incapacitated. [HPPC s. 80.2(1)]

CPSO's operational programs and any other aspect of quality assurance that is not expressly stated under the Mandate, Duties and Powers section above, fall within the Board of Directors (the Board)'s accountability and are not within the Quality Assurance Committee's scope of authority.

### **Board Oversight of Quality Improvement Program**

The Quality Improvement Program falls within the Board's accountability and is not within the Quality Assurance Committee's scope of authority. From time to time the Quality Assurance Committee may be provided with information and education related to the Quality Improvement Program as it relates to the Committee's authority to require members to undergo peer and practice assessments.

### **Reporting**

The Quality Assurance Committee reports to the Board.

### **Composition**

The Quality Assurance Committee shall be composed of Registrants and may, but need not, include Public Directors. The number of members on the Quality Assurance Committee shall be determined by the Board annually to meet the needs of the Quality Assurance Committee [CPSO By-laws, s. 8.6.1].

### **Term of Appointment**

The term of office of each Quality Assurance Committee member is up to three years and automatically expires at the close of the third Annual Organizational Meeting of the Board<sup>3</sup> which occurs after the appointment or at such earlier time as the Board specifies in

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<sup>3</sup> The Annual Organizational Meeting is the Board meeting that takes place between November 1st and December 14th of each year. [CPSO By-Laws, s. 6.1.1(a)]

the appointment. [CPSO By-laws, s. 7.6.2] The maximum number of years that a member may serve on the Quality Assurance Committee is nine years. [CPSO By-laws, s. 7.6.6]

### **Chair and Vice-Chair**

The Chair and Vice-Chair of the Quality Assurance Committee are members of the Committee appointed by the Board. The term of the Chair is up to two years.

### **Meetings**

The Quality Assurance Committee will meet as a whole at least twice per year for business meetings or education sessions. Panels of the Quality Assurance Committee will meet as required, based on the number of assessment reports needing review or on the urgency of identified issues arising from assessments.

Meetings of the Quality Assurance Committee (including panel meetings) may, at the discretion of the Chair, be held in any manner that allows all the persons participating to communicate with each other simultaneously and instantaneously. [CPSO By-laws, s. 7.7.8]

Members of the Quality Assurance Committee are expected to regularly attend and actively participate in meetings (including panels to which they are assigned).

The Chair, or their appointee for this purpose (the “presiding officer”), will preside over meetings of the Quality Assurance Committee (including panel meetings). [CPSO By-laws, s. 7.7.6] The presiding officer is responsible for recording the meeting deliberations in writing (i.e. minutes). The minutes of a business meeting will be brought to a subsequent Quality Assurance Committee meeting for acceptance (and corrections, if any), and once accepted, the minutes are conclusive proof that they accurately reflect the proceedings and deliberations at the prior Quality Assurance Committee meeting. The minutes of a panel meeting will be reviewed and signed by the presiding and recording officers, and they may be circulated to the panel members for review. Once signed by the presiding and recording officers, the minutes are conclusive proof that the written record accurately reflects the proceedings and deliberations of the panel of the committee. [CPSO By-laws, s. 7.7.9 – 7.7.11]

### **Quorum**

#### ***Business Meeting***

A majority of the members of the Quality Assurance Committee constitutes a quorum. [CPSO By-laws, s. 7.7.5]

### **Panel Meeting**

The quorum for a panel meeting is three members of the Quality Assurance Committee. [CPSO By-laws, s. 8.6.2]

### **Decision-Making**

Questions or motions before the Quality Assurance Committee may be decided by a majority of the votes cast at the meeting (including the presiding officer at the meeting).<sup>4</sup> If there is an equality of votes, the question is deemed to have been defeated. [CPSO By-laws, s. 7.7.7]

### **Compensation**

Committee members who are Registrants are compensated for conducting College business, including committee work and travel time, and are reimbursed for eligible expenses incurred in the conduct of College business, in accordance with and subject to section 12.1 of the CPSO By-laws, and the Board Director and Committee Member Remuneration and Expense Reimbursement Guidelines. [CPSO By-laws, s. 12.1]

Committee members who are Public Directors are compensated by the Minister of Health for expenses and remuneration as determined by the Lieutenant Governor in Council. [HPPC, s. 8]

### **Committee Staff Support**

The Quality Assurance Committee will receive administrative support from the staff within the Quality Management division of CPSO. Administrative support includes scheduling meetings, preparing and distributing meeting materials and assistance with organization and notice of each meeting.

### **Declaration of Adherence**

Each member of the Quality Assurance Committee must sign a Declaration of Adherence in the form provided by CPSO, which requires committee members to comply with, among other things, fiduciary duty, conflict of interest, confidentiality obligations and CPSO policies.

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<sup>4</sup> For example, where there are only three Committee members present, a majority of the votes is two.