

## QUALITY ASSURANCE COMMITTEE REPORT

January 2019 Report to Council

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### Committee Members:

Peggy Dreyer, Chair, RO  
Joseph Richards, Vice Chair, Public Member (until October 20, 2018)  
Dorina Reiz, RO  
David Milne, Public Member  
Derick Summers, RO  
Dennis Tse, RO

Number of meetings since December Council:

- December 11, 2018

### Report:

#### *2019 Competency Review and Evaluation Process Selection Criteria*

At its meeting on December 11, 2018, the Committee reviewed the random selection criteria for the Competency Review and Evaluation (CRE) process to determine whether any changes to the selection criteria should be made for the 2019 CRE process. This matter is before Council at its meeting on January 28, 2019 for its review and consideration.

#### *Suspension for QA Non-Compliance*

At its meeting on September 25, 2018, the Committee reviewed the options available to the College when addressing member QA non-compliance. The Committee noted that the current process for QA non-compliance is to refer the member to the Inquiries, Complaints and Reports Committee (ICRC) who will investigate and determine whether to impose remedial requirements or refer the member to the Discipline Committee for a hearing. The Committee noted that the Registrar can suspend a member's certificate of registration at annual renewal if the member fails to meet the renewal requirements and that one such requirement is that the member participate in and fulfill the requirements of the QA program.

At its meeting on December 11, 2018, the Committee reviewed how a member could be suspended for QA non-compliance at annual renewal. The Committee directed staff to provide further research regarding this matter. This information will be provided to the Committee at its next meeting and a full report will be provided to Council at its meeting in May.

### *Accreditation Policy and the Role of the Invigilator*

At its meeting on December 11, 2018, the Committee reviewed whether any additional information should be included in the Continuing Education Accreditation Policy outlining the role of the invigilator. The Committee was satisfied that the role of the invigilator has been adequately outlined for Continuing Education (CE) Providers. The Committee discussed the importance of having invigilators attend as many activities as possible, regardless of whether the activity was held at a large continuing education event. The Committee determined that it will amend the Accreditation Policy to require CE Providers to provide the College with the activity dates within the first twelve months of accreditation. The Committee will review an amended Accreditation Policy at its next meeting.

### *Defining the Accreditation Team*

At its meeting on December 11, 2018, the Committee considered whether public members of the Committee should assist with continuing education activity accreditation. The Committee determined that public members will assist with the accreditation process and will be responsible for reviewing activity material to ensure it does not contain any unprofessional or discriminatory content. Public members of the Committee will attend accreditation training during the Committee's first meeting of 2019 and will assist with all accreditation requests following training.

### *Accreditations*

Since December 2018, the QA Committee has accredited 8 continuing education activities.

### **Submitted by:**

Peggy Dreyer, Chair, RO  
Laura Briard, Manager, Quality Assurance