

# BRIEFING NOTE

**TO:** Board of Directors

**FROM:** Governance Committee

**DATE:** February 22, 2021

**SUBJECT:** Quality Assurance Committee Terms of Reference Policy 4-15

For Decision

For Information

Monitoring Report

---

**Purpose:**

To review the proposed Quality Assurance Committee Terms of Reference Policy 4-15.

**Background:**

The Quality Assurance Committee Terms of Reference Policy 4-15 falls into the Governance Process Policy category. This policy is designed to describe the purpose, scope and authority of the Quality Assurance Committee. The Quality Assurance Committee Terms of Reference were created on May 14, 2012 and have not had a revision since that time.

**For Consideration:**

The original policy with the proposed revisions are redlined in **Appendix A** below and a clean version, **Appendix B**, is also attached. Items no. 2ii and 5 under, “Committee Composition and Meetings” and item no. 10 and 11 under, “Responsibilities” are matters not referred to in the current terms of reference (or any other committees).

**Public Interest Considerations:**

Committee Terms of Reference create accountabilities for the members of each Committee and outline the Board’s expectations on how a committee will work together to accomplish specific roles and responsibilities that execute the College’s mandate of public protection.

**Diversity, Equity and Inclusion Considerations:**

It is incumbent on the Board to consider whether the proposed policyaction plan is consistent with the COO’s organizational values relating to diversity, equity and inclusion.

**Recommendation:**

To approve the Quality Assurance Committee Terms of Reference Policy 4-15 as recommended by the Governance Committee.

## QUALITY ASSURANCE COMMITTEE

### Terms of Reference ~~and Mandate~~

~~Committee Type:~~ Statutory

#### Terms of Reference Committee Composition and Meetings

~~1.~~ Board shall appoint the members of the Quality Assurance Committee for the following year at the ~~last~~first Board ~~meeting~~ of the year in accordance with the by-laws.

2. The Quality Assurance Committee shall be composed of:

- a. at least one ~~member of Board~~Director who is a ~~member~~registrant of the College;
- b. at least one ~~member of Board~~Director appointed to the Board by the Lieutenant Governor in ~~Board~~Council; and
- c. and if the Board so decides, and the by-laws so permit,
  - i. up to three ~~members~~registrants of the College who are not ~~members of Board~~Directors.
  - ~~i.~~ii. up to three individuals who are not registrants of the College and who are not Directors.

3. The chair and vice-chair of the Quality Assurance Committee shall be elected from among the members of the Quality Assurance Committee and the election may take place at or before the first committee meeting of the year.

~~The Quality Assurance Committee may appoint assessors for the purposes of a quality assurance program.~~

4. The Quality Assurance Committee shall meet as required.

5. All Quality Assurance Committee members are required to attend an annual orientation session and such other training sessions as may be deemed appropriate by the committee chair and/or the Board.

#### Authority and Accountability

6. The Quality Assurance Committee is a statutory committee of the College as set out in section 10(1)6 of the Health Professions Procedural Code (the "Code").

7. The Quality Assurance Committee is accountable to the Board for:

- a. Acting in accordance with the Regulated Health Professions Act, 1991 (the “RHPA”), including the Code, the Opticianry Act, 1991, the regulations under those acts, the by-laws and any other laws that apply to its processes and decision making.
- b. Fulfilling any other duties and responsibilities assigned to it by the Board.

#### Mandate Responsibilities of the Quality Assurance Committee

The Quality Assurance Committee shall:

- ~~6-8.~~ Perform such functions as are assigned to under the Health Professions Procedural Code, Regulations, by-laws, and policies of the College including developing and administering a quality assurance program that assures the quality of the practice of the profession and promotes continuing evaluation, competence and improvement among ~~members-~~ registrants in accordance with applicable legislation, established rules and procedures.
9. Consider and make recommendations to the Board for changes to applicable legislation, regulations, and by-laws, as well as programs that fall within its mandate and/or support the quality assurance program.
- ~~7-10.~~ Ensure that high quality continuing education activities are available to facilitate registrant engagement with the quality assurance program.
- ~~8-11.~~ Submit an annual report to the Board. The report will include information ~~on~~ the development of standards regarding practice and ethics on the number of registrants who participated in the quality assurance program, and related initiatives that support the quality assurance program.

The Quality Assurance Committee may:

12. Submit a report to the Board in between annual reports.

**POLICY TYPE: GOVERNANCE PROCESS**4-15 Quality Assurance Committee Terms of Reference and Mandate Policy

---

**Committee Composition and Meetings**

1. Board shall appoint the members of the Quality Assurance Committee for the following year at the last Board meeting of the year in accordance with the by-laws.
2. The Quality Assurance Committee shall be composed of:
  - a. at least one Director who is a registrant of the College;
  - b. at least one Director appointed to the Board by the Lieutenant Governor in Council; and
  - c. and if the Board so decides, and the by-laws so permit,
    - i. up to three registrants of the College who are not Directors.
    - ii. up to three individuals who are not registrants of the College and who are not Directors.
3. The chair and vice-chair of the Quality Assurance Committee shall be elected from among the members of the Quality Assurance Committee and the election may take place at or before the first committee meeting of the year.
4. The Quality Assurance Committee shall meet as required.
5. All Quality Assurance Committee members are required to attend an annual orientation session and such other training sessions as may be deemed appropriate by the committee chair and/or the Board.

**Authority and Accountability**

6. The Quality Assurance Committee is a statutory committee of the College as set out in section 10(1)6 of the Health Professions Procedural Code (the "Code").
7. The Quality Assurance Committee is accountable to the Board for:
  - a. Acting in accordance with the Regulated Health Professions Act, 1991 (the "RHPA"), including the Code, the Opticianry Act, 1991, the regulations under those acts, the by-laws and any other laws that apply to its processes and decision making.
  - b. Fulfilling any other duties and responsibilities assigned to it by the Board.

**Responsibilities of the Quality Assurance Committee**

The Quality Assurance Committee shall:

8. Perform such functions as are assigned to under the Health Professions Procedural Code, Regulations, by-laws, and policies of the College including developing and administering a quality assurance program that assures the quality of the practice of the profession and promotes continuing evaluation, competence and improvement among registrants in accordance with applicable legislation, established rules and procedures.
9. Consider and make recommendations to the Board for changes to applicable legislation, regulations, and by-laws, as well as programs that fall within its mandate and/or support the quality assurance program.
10. Ensure that high quality continuing education activities are available to facilitate registrant engagement with the quality assurance program.
11. Submit an annual report to the Board. The report will include information on the number of registrants who participated in the quality assurance program, and related initiatives that support the quality assurance program.

The Quality Assurance Committee may:

12. Submit a report to the Board in between annual reports.