

# BRIEFING NOTE

**TO:** Board of Directors

**FROM:** Governance Committee

**DATE:** February 22, 2021

**SUBJECT:** Clinical Practice Committee Terms of Reference Policy 4-16

For Decision

For Information

Monitoring Report

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**Purpose:**

To review the proposed Clinical Practice Committee Terms of Reference Policy 4-16.

**Background:**

The Clinical Practice Committee Terms of Reference Policy 4-16 falls into the Governance Process Policy category. The Clinical Practice Committee is a non-statutory committee of the Board of the College and it is established as a standing committee pursuant to the by-laws. This policy is designed to describe the purpose, scope and authority of the Clinical Practice Committee.

**For Consideration:**

The newly proposed policy is attached below (**Appendix A**). Creating the Clinical Practice Committee Terms of Reference Policy reflects the expanded need to ensure high quality standards of practice and practice guidelines that support and further the College's mandate of regulating the practice of opticianry in the public interest. The Board should consider whether these processes should be formalized or does the responsibility lie with another committee.

**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 policy is consistent with the COO's organizational values relating to diversity, equity and inclusion.

**Recommendation:**

To approve the Clinical Practice Committee Terms of Reference Policy 4-16 as recommended by the Governance Committee.

**POLICY TYPE: GOVERNANCE PROCESS**4-16 Clinical Practice Committee Terms of Reference and Mandate Policy

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**Committee Composition and Meetings**

1. Board shall appoint the members of the Clinical Practice Committee for the following year at the last Board meeting of the year in accordance with the by-laws.
2. The Clinical Practice 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 Clinical Practice Committee shall be elected from among the members of the Clinical Practice Committee and the election may take place at or before the first committee meeting of the year.
4. The Clinical Practice Committee shall meet as required.
5. All Clinical Practice Committee members are required to attend such other training sessions as may be deemed appropriate by the committee chair and/or the Board.

**Authority and Accountability**

6. The Clinical Practice Committee is a non-statutory committee of the Board of the College and it is established as a standing committee pursuant to the by-laws.
7. The Clinical Practice Committee is accountable to the Board for fulfilling any duties and responsibilities authorized by the by-laws, by these Terms of Reference, and as otherwise assigned to it by the Board.

**Responsibilities of the Clinical Practice Committee**

The Clinical Practice Committee shall:

8. Perform such functions as are assigned to under these Terms of Reference, the by-laws and policies of the College, and as otherwise directed by the Board.

9. Ensure high quality standards of practice and practice guidelines that support and further the College's mandate of regulating the practice of opticianry in the public interest.
10. Consider and make recommendations to the Board proposals for changes to the legislation, including regulations to applicable statutes, and by-laws, as well as programs to support the development, dissemination and uptake of practice standards and guidelines.
11. Submit an annual report to the Board. The report will include information on the Committee's activities for the year. The Clinical Practice Committee may also submit a report to the Board in between annual reports.