

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. At that time, the Board shall indicate which members of the committee are to sit on the Main Panel and which members of the committee are to sit on the Accreditation Panel.
2. The Main Panel of the Quality Assurance Committee shall be composed of all persons who are appointed by the Board to the Quality Assurance Committee who are not selected to sit on the Accreditation Panel and shall include:
 - 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;
 - c. at least one additional registrant of the College; and
 - d. at least one additional individual who is not a registrant of the College.
3. The Accreditation Panel of the Quality Assurance Committee shall be composed of a minimum of six members and shall include:
 - a. at least one Director who is a registrant of the College;
 - b. at least three additional registrants of the College; and
 - c. at least one individual who is not a registrant of the College.
4. The chair and vice-chair of the Main Panel shall be elected from among the members of the Main Panel and the election may take place at or before the first panel meeting of the year.
5. The chair and vice-chair of the Accreditation Panel shall be elected from among the members of the Accreditation Panel and the election may take place at or before the first panel meeting of the year.
6. Panels of the Quality Assurance Committee shall meet as required.
7. Three members of a panel constitute a quorum.
8. All panels of the 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

9. The Quality Assurance Committee is a statutory committee of the College as set out in section

4-14 QUALITY ASSURANCE COMMITTEE TERMS OF REFERENCE AND MANDATE POLICY

Date Approved: May 14, 2012

Date Last Reviewed/Revised: June 2, 2025

10(1)6 of the Health Professions Procedural Code (the “Code”).

10. 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 Main Panel of the Quality Assurance Committee shall:

11. 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.
12. 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.
13. Ensure that high quality continuing education activities are available to facilitate registrant engagement with the quality assurance program.
14. 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 Accreditation Panel of the Quality Assurance Committee shall:

15. Review and make decisions on applications for accreditation of continuing education activities in accordance with Accreditation Policy.
16. Perform such other functions as may be assigned by the Board.

The Quality Assurance Committee may:

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