

QUALITY ASSURANCE COMMITTEE

Committee Chair Role and Responsibilities

All Committee Chairs of the College's Statutory Committees, as outlined in *the Regulatory Health Professions Act, 1991* (RHPA) are elected annually by Council for a one-year term. The overall role of the chair is to ensure that Committee members are well prepared for the meetings and the meetings proceed in an efficient and effective manner. In addition, the chair ensures Council is informed of the Committee activities and the specific program activities and statistics related to the statutory mandate.

Chair's Responsibilities

Ongoing Activities

1. Maintain transparency, non-bias opinion and confidentiality.
2. Declare conflict of interest when appropriate and appoint an interim-chair when conflict is determined.
3. Engage in and co-present the annual Committee member orientation session with staff resources.
4. In collaboration with the designated staff resource develop a well planned agenda by: reviewing previous minutes noting action items and tabled items; and considering upcoming program activities and management of cases and actions required.
5. Write and review with the designated staff member the Committee reports to Council and the annual report.
6. Review and finalize all meeting minutes in advance of Committee member circulation.
7. Sign all records, reports, member decision letters and /or other forms related to the Committee activities.
8. Manage controversy and unethical behaviour amongst Committee members and seek support from College staff and President when needed.
9. Attend external events and meetings as mutually agreed upon with the College's Registrar and/ or President. Represent the College and the Committee in a professional and ethical manner; and communicate the College and Committee decisions in a unison voice.
10. Disseminate documents for Committee review and approval along with staff support; and ensure timely response from all committee members (i.e. continuing education accreditation applications, Panel decisions letters and member communication materials).
11. Actively engage in professional conferences and tradeshow by participating in College booth representation and/or speaking at events on behalf of the QA Committee, as mutually agreed upon with the College's Registrar, QA Manager and/ or President.
12. Attend and/or appoint a QA Committee member to participate in QA Program tool development events, such as focus groups / item writing sessions/ webinars as deemed necessary by the QA Manager and/or Registrar.
13. When member cases are presented to the Committee, establish panels for deliberation related to Competency Review and Evaluation and Competency Improvement activities and outcomes.
 - a. Prior to establishing the panel, determine any conflict of interest with Committee members.
 - b. Select Panel chair and panel members - this can be accomplished at the regular QA Committee or in advance of panel meetings.
 - c. Review panel role and process with Committee prior to deliberation.
 - d. Support panel chair in understanding their role and responsibilities.
 - e. Actively participate as a voting panel member on appointed panels

During the Meetings

1. Conduct effective meetings by applying Schedule C to the College by-laws “Rules of Order of the Council and its Committees”.
2. Ensure all Committee members have the opportunity to actively participate in Committee discussions, decisions and motions; and manage controversy.
3. Ensure recording secretary has documented:
 - a. all main points of the meeting's discussions
 - b. action items
 - c. motions / decision made by Committee
 - d. meeting start and end time
4. Set future meeting dates.