

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.