

Quality Assurance Committee – Terms of Reference

MANDATE

The Quality Assurance Committee is a statutory committee whose role is set out in the Health Professions Procedural Code which is *Schedule 2* of the Regulated Health Professions Act, 1991 (RHPA). is mandated to ensure protection of the public interest by:

- 1) developing, establishing and maintaining programs, standards and policies to assure the quality of midwifery practice and continuing competence of College registrants;
- 2) developing, establishing and maintaining standards of the profession for registrants;
- 3) monitoring and overseeing the Quality Assurance Program.

POWERS

The Quality Assurance Committee has the power to:

- 1) enforce registrants' adherence to the Quality Assurance Program;
- 2) require a registrant to provide the College with such information about themselves and their practice as the College requires in order to fulfill its obligations under the RHPA;
- 3) select registrants to undergo peer and practice assessments in order to assess whether the registrants' knowledge, skill and judgment are satisfactory:
 - a) through a process of random selection including by stratified random sampling;
 - b) if a request is made to review the registrants' information, records, forms, assessments or questionnaires and the Committee or an assessor is of the opinion that the registrant has not provided satisfactory documentation in accordance with the request.
- 4) assess the quality of practice of a registrant according to established standards and policies;
- 5) recommend remedial action be undertaken by a registrant when their practice is determined to be below standard or in contravention of established policies;
- 6) appoint assessors for the purpose of a Quality Assurance Program.
- 7) require individual members whose knowledge, skill and judgment have been assessed and found to be below standard to participate in specified continuing education or remediation programs;
- 8) direct the Registrar to impose terms, conditions or limitations for a specified period to be determined by the Committee on the certificate of registration of a registrant,
 - a. whose knowledge, skill and judgment have been assessed or reassessed under section 82 of the Health Professions Procedural Code and have been found to be below standard, or

- b. who has been directed to participate in specified continuing education or remediation programs as required by the Committee and has not completed those programs successfully;
- 9) direct the Registrar to remove terms, conditions, or limitations before the end of the specified period, if the Committee is satisfied that the member's knowledge, skill and judgment meet the standards of the profession.
- 10) disclose the name of the member and allegations against the member to the Inquiries, Complaints and Reports Committee if the Quality Assurance Committee is of the opinion that the member may have committed an act of professional misconduct or may be incompetent or incapacitated.

ADMINISTRATIVE DUTIES

The Committee shall:

- 1) meet at least one (1) time per year to ensure the proper functioning of the Committee;
- 2) maintain minutes of its meetings in which shall be recorded all decisions and actions taken by it;
- 3) report its actions to Council at each Council meeting or more frequently if needed
- 4) submit annually a report of its activities to the Council of the College.

EVALUATION:

The committee terms of reference shall be reviewed biennially and amended where necessary, for example in response to statutory, regulatory or policy amendments. Any amendments to the terms must be approved by Council.

MEMBERSHIP

Unless stated otherwise in the by-laws, and subject to the Code and Regulations, the Council may constitute every Committee of the College as it deems necessary or advisable, from time to time. Any member of any such Committee may be removed from a Committee at any time at the discretion of the Council.

The Quality Assurance Committee shall be comprised at least three (3) members of the Council, at least one (1) of whom is an elected professional member and at least one (1) of whom is a publicly appointed member. The Council may, at its discretion, appoint members to the Committee who are not members of the Council. The Chair of the Council shall be designated as *ex-officio* member of the Committee.

CHAIR OF THE COMMITTEE

The Council shall appoint the chair of the committee.

QUORUM

A simple majority of members of the Quality Assurance Committee, that includes at least one member of the committee who is an elected professional member and one

member of the committee who is a publicly appointed member, shall constitute a quorum for decision-making.

DECISION MAKING

The Committee will endeavor to arrive at decisions by consensus and all members may contribute to the consensus-making process. Where a decision cannot be reached by consensus, the decision shall be made by a majority of the votes cast by all members present. The Chair of the Council, as *ex-officio*, does not have voting privileges.

CONFIDENTIALITY

Every member of the Committee shall preserve confidentiality with respect to all information that comes to their knowledge in the course of their duties and shall not communicate any information to any other person. Notwithstanding the duty of confidentiality, the Committee may disclose evidence that a member knowingly gave false information to the QA Committee or to an assessor.