

Quality Assurance Committee Terms of Reference

Approved/revised by Quality Assurance Committee: April 7, 2010, September 12, 2012, February 6, 2014

Approved/revised by Council: April 20, 2010, March 19, 2014

1. Authority

The Quality Assurance Committee is a statutory committee as set out in the *Health Professions Procedural Code (Code)*, which is Schedule 2 of the *Regulated Health Professions Act, 1991 (RHPA)*.

2. Mandate

A central responsibility of the Quality Assurance Committee is to monitor members' participation in the Quality Assurance Program ('the Program'). This includes facilitating members' ongoing participation in the Program, ensuring members have participated adequately, and following up on members whose participation is found to be unsatisfactory.

The Quality Assurance Committee is also responsible for developing the Quality Assurance Program and modifying/ refining the Program as needed. The Quality Assurance Program shall be designed to enhance members' professional conduct and competence by promoting continued professional development and quality improvement. The Committee may also develop policies and protocols for use by staff in administering the Quality Assurance Program.

In a broader sense, the Committee is tasked with encouraging Member participation in ongoing continuing competence and quality improvement activities. In addition, the Committee may develop or revise standards of practice, which may also include, as needed, the development of guidelines and policy statements.¹

3. Composition

Members of the Quality Assurance Committee shall be appointed by Council.

The Committee shall be composed of at least four (4) persons and shall include at least two (2) members who are members of Council, at least two (2) public members, and one (1) or more members who are not members of Council if Council so wishes.

The number of Committee members who are also members shall, wherever possible, exceed the number of public members.

4. Term

The term of office of a Committee member shall commence immediately after the appointment and shall continue for approximately one (1) year.

¹ Responsibility for standards of practice rests with the Quality Assurance Committee, as determined by the Executive Committee. This may be revisited in the future, as the statutory obligations of this Committee (set out in the Code) take precedence over any other activities.

5. Frequency and Location of Meetings

Committee meetings shall, wherever possible, be held at a place and on a date set in advance and shall occur at regular intervals and at such frequency as necessary for the Committee to conduct its business.

6. Quorum

The quorum is three (3) members unless otherwise provided in the Code or the By-laws or unless the Committee is composed of only three (3) members, in which case, the quorum for such a Committee shall be two (2) members.

Despite anything in the By-laws, a Committee is properly constituted despite any vacancy so long as there are sufficient members to form a quorum of the Committee or a panel of the Committee.

7. Selection of the Chair

The Chair or Chairs of the Committee shall be appointed by Council.

8. Alternate Chair

In the event that the Chair of the Committee is unable or unwilling to preside at the meeting, the Chair shall designate an acting Chair from among the Committee members to preside at the meeting and if the Chair is unable to delegate his or her chairing duties, the Committee shall then select an acting Chair to preside at the meeting from among its members.

9. Voting

Wherever possible, decision-making at the committee level shall be conducted using a consensus model. When necessary, formal voting will be used.

Unless specifically provided for otherwise under the Code or the By-laws, every motion that properly comes before a Committee shall be decided by a simple majority of the votes cast at the meeting by the Committee members present.

The Chair, as a member of the Committee, may vote.

In the event of a tie vote, the motion is defeated.

10. Panels

Panels are selected by the Chair to perform statutory functions once the College is fully operational.

A panel of the Committee shall be composed of at least three persons, at least one of whom shall be a member of the Council appointed by the Lieutenant Governor in Council.

Two members of a panel of the Committee constitute a quorum if at least one of the members is a member of the Council appointed by the Lieutenant Governor in Council.

11. Staff Resources

The Registrar acts in an *ex-officio* role as a Committee resource and in a non-voting capacity. Other staff members provide support to the Committee.

12. Committee Records

The Chair of the Committee shall ensure that accurate minutes of all Committee meetings and proceedings are recorded, approved and maintained at the College office.

13. Conflict of Interest

All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-

making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and further the intent of the *Psychotherapy Act, 2007* to regulate the profession of psychotherapy in Ontario, and not to represent the views of advocacy or special interest groups.

Comprehensive information regarding conflict of interest obligations is included in the By-laws.

14. Confidentiality of Committee Information

In accordance with the Code, the Quality Assurance Committee shall not disclose, to any other committee, information relating to a Member, except in the following circumstances:

- a. the Quality Assurance Committee may 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; and
- b. the Quality Assurance Committee may also disclose information about a Member to another committee for the purpose of showing that the Member knowingly gave false information to the Quality Assurance Committee or an assessor.

15. Public Communications

All media contact shall be channeled and coordinated through the Registrar's office. Any Committee member or any member of a working group (ad hoc committee) being asked by media representatives to provide interviews, respond to enquiries or to comment on issues concerning the regulation of the profession or the operation of the transitional Council or College shall not provide any such communication and shall instead refer them to the Registrar's office.

16. Parliamentary Authority

Schedule 2 of the By-laws outlines the Rules of Order of Council. The Committee should attempt to work by consensus where possible.