

Type of document: Terms of reference	Approved by: QAC
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Quality Assurance Committee Terms of Reference

Name and type	Quality Assurance Committee Statutory
Purpose	The Quality Assurance Committee is a statutory committee as set out in the <i>Health Professions Procedural Code (Code)</i> , which is Schedule 2 of the <i>Regulated Health Professions Act, 1991 (RHPA)</i> .
Specific Areas of Responsibility	The Quality Assurance Committee is responsible for: <ol style="list-style-type: none"> 1. Developing, reviewing and revising the Quality Assurance Program. 2. Monitoring registrant participation in the Quality Assurance Program by: <ol style="list-style-type: none"> a. overseeing systems that facilitate registrants' ongoing participation in the Quality Assurance Program; and b. following up on registrants whose participation is found to be unsatisfactory. 3. Developing, reviewing and revising standards of practice, which may also include the development of guidelines and policy statements, for consideration by Council.
Committee Composition	Members of the Quality Assurance Committee are appointed by Council. The Committee must be composed of at least four (4) persons and must include: <ul style="list-style-type: none"> • 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. <p>The number of Committee members who are also registrants must, wherever possible, exceed the number of public members.</p>
Panel Composition	Panels are selected by the Chair to perform statutory functions. Panels of the Committee must be composed of: <ul style="list-style-type: none"> • at least three (3) members of CRPO Council

	<ul style="list-style-type: none"> at least one (1) of whom must be a member of the Council appointed by the Lieutenant Governor in Council. <p>Two (2) 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.</p>
Committee Competencies	<p>Elected and public members of Council are required to meet the minimum Council Competencies and Committee Competencies.</p> <p>Appointed committee members (i.e., non-council appointments) may be required to meet the minimum Council Competencies and Attributes.</p>
Confidentiality of Committee Information	<p>In accordance with the Code, the Quality Assurance Committee must not disclose, to any other committee, information relating to a registrant, except in the following circumstances:</p> <ol style="list-style-type: none"> the Quality Assurance Committee may disclose the name of the registrant and allegations against the registrant to the Inquiries, Complaints and Reports Committee if the Quality Assurance Committee is of the opinion that the Registrant may have committed an act of professional misconduct, or may be incompetent or incapacitated; and the Quality Assurance Committee may also disclose information about a registrant to another committee for the purpose of showing that the registrant knowingly gave false information to the Quality Assurance Committee or an assessor.
Decision-Making Process	<p>Wherever possible, decisions will be made by consensus. Where necessary, formal voting will be used.</p>
Delegated Authority	<p>The Quality Assurance Committee will advise Council with respect to the Quality Assurance Program.</p>
Reporting	<p>The Committee will report to Council at some, though not necessarily all, scheduled meetings. Reports to Council are to be provided in writing with the explicit purpose of informing the work of Council and framed to identify public interest issues.</p>
Appointment of Chair	<p>The Chair, or Chairs, of the Committee will be appointed by Council.</p>
Quorum	<p>The quorum is three (3) Committee 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 will be two (2) members.</p>

	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
Meetings	Committee meetings will, wherever possible, be held at a place and on a date set in advance and will occur at regular intervals and at such frequency as necessary for the Committee to conduct its business. The Committee will meet at least once per year to ensure proper functioning of the Committee.
Staff Support	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.
Communication with Council	The Committee Chair will report to Council as needed, depending on the nature of the work undertaken by the Committee.
Committee Records	The Committee Chair will ensure that accurate minutes of all Committee meetings and proceedings are recorded, approved and maintained at the College office.
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 <i>Psychotherapy Act, 2007</i> to regulate the profession of psychotherapy in Ontario, and not to represent the views of advocacy or special interest groups.
Inquiries	Inquiries relating to the work of the Committee should be forwarded to the Registrar or staff member providing support to the Committee.
Public Communications	Media inquiries regarding activities of the Committee, regulation of the profession, or operation of the Council or College shall be forwarded to the Registrar. The Registrar and President act as spokespersons on behalf of the College.
Parliamentary Authority	Schedule 2 of the by-laws outlines the Rules of Order of Council.