

## Quality Assurance Committee – Terms of Reference

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### **MANDATE**

The Quality Assurance Committee is mandated to ensure protection of the public interest by:

- 1) developing, establishing and maintaining programs, standards and policies to assure quality of midwifery practice and continuing competency of CMO registrants;
- 2) developing, establishing and maintaining standards of professional ethics for members;
- 3) monitoring and overseeing the Quality Assurance Program.

### **POWERS**

The Quality Assurance Committee has the power to:

- 1) enforce members' adherence to the Quality Assurance Program;
- 2) require a member 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 members to undergo peer and practice assessments in order to assess whether the members' knowledge, skill and judgment are satisfactory:
  - a) through a process of random selection;
  - b) on the basis of criteria specified by the Committee and published on the College's website at least three months before a member is selected on the basis of that criteria; or,
  - c) if a request is made to review the member's information, records, forms, assessments or questionnaires and the Committee or an assessor is of the opinion that the member has not provided satisfactory documentation in accordance with the request.
- 4) assess the quality of practice of a member according to established standards and policies;
- 5) recommend remedial action by a member where practice is unsatisfactory;
- 6) appoint assessors for the purpose of a Quality Assurance Program. Assessors may:
  - a) enter and inspect the premises where the member practices;
  - b) inspect the member's client records;
  - c) obtain information from the member relating to client care and client records.
- 7) require individual members whose knowledge, skill and judgment have been assessed and found to be unsatisfactory 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 member,



- 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 unsatisfactory, 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 are now satisfactory;
- 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.

### **MEMBERSHIP**

The Council shall appoint members of the Quality Assurance Committee and may replace or remove members from time to time. The 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 who are not members of the Council to the Committee. The President 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 President 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.