

# **COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF BRITISH COLUMBIA**

## **PATIENT RELATIONS AND PROFESSIONAL PRACTICE COMMITTEE**

### **Terms of Reference**

#### **DESCRIPTION OF THE COMMITTEE**

This committee is established under Section 16 (f) of the Health Professions Act and has responsibility to establish a Patient Relations Program to seek to prevent professional misconduct.

#### **PURPOSE OF THE COMMITTEE**

1. To make recommendations to the Board on matters concerning education to prevent professional misconduct.
2. To make recommendations to the Board on matters relating to psychiatric nursing practice.
3. To make recommendations to the Board concerning basic, post-basic and continuing education for Registered Psychiatric Nurses.

#### **MEMBERSHIP**

The board shall appoint a director as chairperson. The committee shall be composed of a minimum of four (4) persons, three of whom are practicing members and one public representative.

#### **QUORUM**

A minimum of three members of the committee shall be present to conduct the business.

#### **TERM OF OFFICE**

Chairperson – 2 year term  
Committee members – 2 to 3 year terms

#### **FREQUENCY OF MEETINGS**

The committee shall meet at least four times per year.

#### **ATTENDANCE OF MEETINGS AND RESPONSIBILITIES OF MEMBERS**

A member shall have his/her position on the committee declared vacant if absent without notice for three (3) consecutive meetings within a twelve (12) month period.

The chairperson sets the dates for meetings in consultation with members, and is responsible for drafting and circulating an agenda. The chair is also responsible for the preparation of pertinent information. The chair conducts the meetings and reports to the Board.

Minutes are recorded and the master copy of minutes, correspondence and other materials are filed at the CRPNBC office.

Committee members are expected to:

1. Maintain confidentiality
2. Participate in all meetings
3. Prepare for meetings and attend regularly
4. Members are expected to remain objective, professional, ethical and impartial in all committee activities.