

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF BRITISH COLUMBIA

QUALITY ASSURANCE COMMITTEE

Terms of Reference

The CRPNBC Quality Assurance Committee (QAC) is established by Section 26.1 of the Health Professions Act (2003) and derives its authority from the Act and the CRPNBC bylaws.

The QAC is responsible for developing and implementing an effective continuous quality assurance and improvement framework for CRPNBC and to promote safe, competent and ethical practice in accordance with all governing legislation, the professional Standards of Practice, Code of Ethics and CRPNBC Board (Board) policy.

The QAC utilizes evidence-based, accessible, administratively fair and transparent processes to promote public confidence in the CRPNBC and its professional self governance.

In fulfilling its responsibilities, the QAC may collaborate with and may make recommendations at the request of the Board, to the following committees and programs: Registration, Inquiry, Discipline, Patient Relations & Professional Practice, Continuing Competency and any additional committees, programs, or persons the Board considers appropriate.

MEMBERSHIP

The QAC shall consist of at least four (4) persons appointed by the Board, one of whom must be a public member and one of whom must be a board member. The chairperson, who must be a Board Director, and a vice-chairperson shall be elected by the members of the QAC.

QUORUM & VOTING

A minimum of three members will constitute a quorum and may conduct committee business. In reaching its decisions, every effort will be made to achieve consensus. If a consensus cannot be achieved in the opinion of the chairperson, the vote of the majority of the members present will govern. Minutes will be kept of decisions made.

MEETINGS

The committee will meet at least four times per year. Additional meetings may be scheduled at the call of the chairperson. Meetings may be conducted by teleconference or video conference to ensure all members have adequate participation in committee business. Minutes of meetings will be circulated and will be subject to the approval of committee members.

ATTENDANCE OF MEETINGS AND RESPONSIBILITIES OF MEMBERS

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

RESPONSIBILITY OF THE CHAIRPERSON

The chairperson shall:

- Set the dates of the meetings in consultation with the members.
- Be responsible for drafting and circulating the agenda
- Be responsible for the preparation of pertinent information for the meetings
- Conduct the meetings and report to the Board. The chairperson will prepare and submit an annual written report to the Board.

The master copy of the minutes, correspondence and other materials related to QAC business are to be kept on file at the CRPNBC office.

Committee members are expected to:

- Prepare for meetings and attend regularly
- Participate in all meetings
- Be respectful of others in all committee activities
- Maintain confidentiality of any information acquired during meetings