



# Terms of Reference for the Quality Assurance Committee

## Policy 2.6

<b>Section:</b>	Governance		
<b>Approved By:</b>	Council	<b>Public</b>	Yes
<b>Approved Date:</b>	March 28, 2014	<b>Review Schedule:</b>	Every 3 Years
<b>Effective Date:</b>	June 19, 2014	<b>Last Reviewed:</b>	September 2023
<b>Amended Date(s):</b>	September 17, 2020 December 9, 2022	<b>Next Review Date:</b>	September 2026

### Policy: Terms of Reference for the Quality Assurance Committee

#### Purpose

The Quality Assurance Committee of the College develops and administers a quality assurance program that includes:

1. Continuing education or professional development designed to:
  - a. Promote continuing competence and continuing quality improvement among members,
  - b. Address changes in practice environments, and
  - c. Incorporate standards of practice, advances in technology, changes made to entry to practice competencies and other relevant issues in the discretion of the Council
2. Self, peer and practice assessments
3. A mechanism to monitor members' participation in, and compliance with, the program
4. The collection, analysis and dissemination of information.

The Committee reports directly to Council and prepares reports on its activities to Council.

## **Responsibilities**

1. Assesses whether members have met the requirements of the quality assurance program
2. Discusses the implementation of the College's comprehensive continuing competency/quality improvement program
3. Evaluates and measures performance against any College plan or policy
4. Makes recommendations and provides advice on any discrepancies or areas that need improvement
5. Brings forward to Council any matter that the Committee deems relevant within its mandate

## **Composition**

- At least one (1) Professional Councillor
- At least one (1) Publicly-Appointed Councillor
- At least three (3) Non-Council Committee Members

The Chair shall be appointed by the Council.

The Committee may sit as a panel for the assessment of members' QA records.

A majority of the members of the Committee and a panel shall constitute a quorum.

The Committee and the panels are supported by the Quality Assurance & Professional Practice Director.