

## **Terms of Reference Quality Assurance Committee**

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### **Authority**

The Quality Assurance Committee is a Committee of the CDBC Board established pursuant to HPA s. 16, 19(1) and 26; By-Laws, Sections 13, 17, 18, 20, 21, 53, 66 and 76.

### **Composition**

The Committee consists of a minimum of five (5) persons appointed by the Board, maintaining one-third public representation:

- one (1) appointed public representative Board member;
- one (1) public representative;
- one (1) elected Registered Dietitian Board member; and
- two (2) Registered Dietitians.

Ex-officio (non-voting) members of the Committee include the Board Chair, the Registrar and the Practice Advisor.

The Committee selects a Chair and a Vice-Chair from its members and recommends their approval to the Board.

### **Mandate**

Pursuant to legislation, the Committee's mandate is to ensure, in the public's interest, that Registered Dietitians are safe and competent to practice, and practicing to a high ethical and procedural standard.

### **Primary Duties, Functions and Responsibilities**

The Committee ensures safe and competent practice by:

- Establishing, monitoring and enforcing standards of practice to enhance the quality of practice and reduce incompetent, impaired or unethical practice among Registered Dietitians;
- Establishing and maintaining a continuing competency program to promote high practice standards among Registered Dietitians;
- Establishing and maintaining a patient relations program to prevent professional misconduct of a sexual nature;
- Establishing, monitoring and enforcing a code of professional ethics and standards among Registered Dietitians;
- Ensuring that Registered Dietitians provide individuals access to their health care records in appropriate circumstances;

- Informing individuals and the public of their rights under the College's legislation and privacy legislation;
- Developing practice guidelines and/or advisory statements;
- Informing Registered Dietitians and the public of College responsibilities and processes;
- Informing Registered Dietitians and the public about quality practice; and
- Reporting to and advising the Board.

### **Term**

The term for each Committee member is two (2) years. Members are eligible for reappointment by the Board but may not serve more than three (3) consecutive terms.

### **Remuneration**

Remuneration is \$500 annually for members and \$600 annually for the Chair, plus expense reimbursement. Remuneration is prorated for terms of less than one year.

### **Meeting Procedures**

- Schedule: at least three times annually
- Format: meetings can be held in person or by telecommunications or electronic means; voting may take place in person, or by any electronic means or mail ballot
- Agenda: developed by the Committee Chair and Registrar/Practice Advisor, with input from Committee members
- Quorum: 75% of the Committee constitutes a quorum
- Minutes: using standard format, drafted by College staff, circulated to the Chair for approval of the draft, circulated to Committee members, and reviewed and approved by the Committee at the next meeting; approved signed copy of the Minutes kept on file in the College office.

### **Indemnification**

Immunity for acts or omissions in good faith (section 24, HPA); Directors and Officers Liability Insurance.