



## GP 10: Quality Assurance Committee – Terms of Reference

<b>Policy Type:</b> Council Governance		<b>Policy No:</b> GP 10	
<b>Effective Date:</b> May 13, 2024	<b>Last Approval/Revision Date:</b>	<b>Policy Review Frequency:</b> Every Five Years	

### Purpose

The Quality Assurance Committee is a standing committee of Council that is responsible for oversight of CPhM’s Quality Assurance Program which helps ensure the continuing competency of pharmacists and pharmacy technicians to promote high practice standards amongst registrants.

### Composition

The Quality Assurance Committee shall be composed of twelve (12) members as follows:

- Five (5) full registered pharmacists
- Three (3) practicing pharmacy technicians
- Four (4) public representatives

Two members shall be current Council members.

At least two public representatives shall be selected from a roster of community representatives identified by CPhM.

### Chair

The Chair of the Committee is a full registered pharmacist appointed by Council.

### Term of Service

A term of service shall be two (2) years.

An individual may serve three (3) consecutive two-year terms of service in the same role on the Quality Assurance Committee.

### Quorum

Quorum for the Committee is:

- A majority of Committee members, excluding vacancies, and
- one pharmacist, one pharmacy technician, one public representative, including one member of Council.

### Duties and Responsibilities

This work includes assuring the public that pharmacy professionals are competent to provide patient care, but also contribute to individual and system-wide continuous quality improvement.

Quality Assurance Committee shall:

1. Establish and maintain a quality assurance program to promote high practice standards among registrants and continuous learning and professional development.
  - a. Develop QA requirements and related policies
  - b. Recommend development of standards of practice for continuing competency

- c. Recommend regulatory changes associated with improved practice and continuing competency

2. Monitor and evaluate the quality assurance program

**Authority and Reporting**

The Quality Assurance Committee reports to the full Council and has the authority to make recommendations to Council

**Meeting Schedule**

The Quality Assurance Committee will hold at least four (4) meetings per year, or at the request of the Chair.

**Staff Support**

The Quality Assurance Committee will be supported by:

- Deputy Registrar