



## GP 18: Discipline Committee – Terms of Reference

<b>Policy Type:</b> Council Governance		<b>Policy No:</b> GP 18	
<b>Effective Date:</b> June 24, 2024	<b>Last Approval/Revision Date:</b>	<b>Policy Review Frequency:</b> Every Five Years	

### Purpose

The Discipline Committee is delegated authority in Section 44 of *The Pharmaceutical Act* (the Act) to hear and make determination of matters referred by the Complaints Committee relating to alleged professional misconduct, incompetence, or inability to practice pursuant to the legislation.

### Composition

The Discipline Committee shall be composed of a minimum of twelve (12) members as follows:

- Minimum of eight (8) pharmacists
- Minimum of four (4) public representatives

Discipline Committee members are appointed by Council. Those appointed cannot be members of CPhM Council.

### Chair

The Chair and Vice-Chair of the Committee are appointed by Council. The Chair must be a full registered pharmacist.

### Term of Service

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

An individual appointed by Council may serve three (3) consecutive two-year terms of service.

### Quorum

Quorum for the Committee, or a panel as selected by the Chair or Vice-Chair, is at least three (3) persons, at least one of whom must be a public representative.

### Duties and Responsibilities

The Discipline Committee hears and makes determination of matters referred regarding a registrant, or owner's conduct, competency and/or ability to practice, pursuant to legislation.

Responsibilities include:

1. Conduct a hearing of a matter.
2. Determine disposition of the matter in accordance with sections 54 and 55 of the Act. Discipline Committee decisions and orders are issued independent from oversight or input of Council.

Processes and decisions of the Discipline Committee are embedded in the Act and are consistent with administrative law processes.

**Authority**

The Discipline Committee authorities are outlined in Part 6 of the Act. The Discipline Committee is independent from oversight and input of Council.

To assist Council with decision-making the Discipline Committee will provide a summary of aggregate data on a bi-annual basis.

**Meeting Schedule**

The Discipline Committee and Disciplinary Panels will meet as necessary and at the request of the Chair.

**Staff Support**

- Assistant Registrar, Review and Resolution