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Inquiry Committee Terms of Reference

Inquiry Committee

Terms of Reference

Mandate

The Inquiry Committee assists the Board with investigations and resolution of complaints in accordance with the *Health Professions Act*.

Composition

The committee consists of at least 21 members who can meet in panels, and must include at least:

- 12 registrants or certified dental assistants
- 7 public members

At least 1/3 of the total membership must consist of public members.

A person cannot simultaneously be a member of the inquiry committee and the CDSBC board or any other CDSBC committee.

Panels

This committee meets in panels of at least 3 committee members appointed by the committee chair. A panel has the same powers as the committee. The panels must be 1/3 public members. Panel composition varies according to whether the respondent is a registrant or certified dental assistant.

The panels will meet to review complaint files in-person. Files regarding certified dental assistants will be reviewed by panels with at least one CDA.

Composition Matrix

In addition to the core competencies for all committee members, the college will aim to appoint individuals with the following competencies to join the inquiry committee:

Lived experience Lived experience accommodating or navigating a spectrum of physical, mental health, or cognitive abilities, the knowledge of which can enhance relevant, thoughtful decisions that protect the public	Standards/Scopes of Practice Understand the standards and scopes of practice that guide dental practice in British Columbia and be able to determine where a breach or potential breach might occur.
Committee and Panel Leadership Experience in facilitating committee or panel meetings, developing a positive culture, conflict resolution, and fostering effective decision making.	Traumatic Experience Awareness Experience in, understanding of, and sensitivity to the effects or stress or potential stress on individuals involved in a complaint process, and experience in creating safe spaces and trust-building processes.

Health care terminology

Know and understand the common terminology, acronyms and phrases used in health care.

Authority

The authority of this committee derives from Part 3 (Inspections, Inquiries and Discipline) of the *Health Professions Act* (HPA) and CDSBC Bylaw Part 10 (Investigation and Discipline).

Duties and Responsibilities

In accordance with the HPA and the bylaws, the committee:

- (a) accepts, reviews and authorizes the investigation of all new complaints received by CDSBC using the risk assessment framework;
- (b) provides advice and direction to CDSBC on how to proceed with ongoing investigations;
- (c) manages complaints;
- (d) authorizes the issuance of citations and monitors and addresses issues with compliance ;
- (e) provides any other assistance CDSBC may require with respect to investigations;
- (f) typically meets with the respondent to discuss possible resolutions to complaints;
- (g) reviews and monitors the implementation of the HPA provisions relating to complaint investigation policies and procedures to ensure they are transparent, objective, impartial and fair;
- (h) recommends CDSBC's approach to investigations and complaint resolution in the best interest of the public; and
- (i) reviews and assesses, at least every two years, Part 10 of the CDSBC Bylaws and the committee's terms of reference and makes recommendations to the board for amendment of the same.

Current Activities:

In addition to the duties and responsibilities above, the inquiry committee will be working on the following during the next committee term:

- Transitioning to the new committee structure, in which the inquiry committee will be meeting in panels to review fewer cases in more depth.

Meetings and expectations

3-4 training sessions are conducted each year and are compulsory for all members.

The committee typically meets **2-3** times per month and each panel member is expected to participate in approximately **8** meetings per year.

Committee meetings are usually around 3 hours long and members are required to review committee meeting materials and be prepared for meetings. Meeting schedule and length are dependent on member availability and committee workload.

Expectations:

In addition to the expectations for all committee members, members of the Inquiry Committee are expected to:

- Each committee member has a personal responsibility to be aware of real or perceived conflict of interest they may have and to declare any conflicts of interest during meetings. Committee members must recuse themselves from any discussions or decision in which they have a conflict. (Refer to Part 5 of the Guide for Applicants)
- To attend training sessions