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Quality Assurance Committee Terms of Reference

Quality Assurance Committee

Terms of Reference

Mandate

The quality assurance committee is responsible for developing, administering and maintaining the quality assurance program.

Composition

The committee is composed of at least 5 members, including at least:

- 3 registrants or certified dental assistants
- 2 public members

At least 1/3 of the total membership must consist of public members. CDSBC board members cannot be a member of the quality assurance committee.

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 quality assurance 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.	Research and analytical skills Experience providing evidence-based research to support a project or initiative
Quality Improvement Experience and understanding of the quality assurance and quality improvement programs and assessments in health care, and experience in developing tools that enable meaningful feedback and continuous improvement.	Professional standards and ethics Knowledge and experience of the standards of practice and standards of professional ethics at regional, provincial, national and international levels.
Standards and scope of practice Understand the standards and scope of practice that guide dental practice in British Columbia and be able to determine where a breach or potential breach might occur	Education Curriculum Experience with program/advanced education changes, trends and innovation, developing, implementing and evaluating curriculum, including representation from diverse post-secondary institutions.

Authority

The authority of this committee derives from the *Health Professions Act* (HPA) and CDSBC Bylaw Part 9 (Quality Assurance).

Duties and Responsibilities

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

- (a) develops, administers and maintains the quality assurance program in accordance with Part 9 of the bylaws;
- (b) establishes criteria for the continuous practice requirements for registrants and certified dental assistants;
- (c) reviews and considers continuing education courses, study clubs, or equivalent activities for the purpose of registrants and certified dental assistants satisfying CDSBC's professional development requirements, including appeals for eligibility;
- (d) establishes criteria for determining the maximum number of hours of lecture, instruction or other participation in an approved activity or a category of approved activities that may be credited towards satisfaction of CDSBC's professional development responsibilities;
- (e) establishes criteria to determine when each multi-year cycle begins for each registrant and certified dental assistant to whom the requirements apply;
- (f) reviews and assesses, at least every 2 years, the committee's terms of reference, Bylaw 9, and the quality assurance program requirement guidelines, and makes recommendations to the board for amendment of the same.

In addition to the bylaws and the Act, the committee

- (g) collects college data from the QA program to support the development of the QA program requirements, as well as, potentially inform other College initiatives, such as the strategic plan, and standards and guidance;

Current Activities:

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

- finalizing and implementing the improved quality assurance program; and
- collaborating with the other oral health colleges to implement a quality assurance program for all dental professionals.

Meetings and expectations

The committee typically meets **3-4** times per year, but may meet more often if necessary.

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 Quality Assurance committee are expected to:

- be familiar with QA requirements for all categories of registration
- be familiar with bylaws specific to QA

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)