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Standards and Guidance Committee Terms of Reference

PROFESSIONAL STANDARDS COMMITTEES

Standards and Guidance Committee

Terms of Reference

Mandate

The Standards and Guidance Committee develop, manage and review CDSBC professional standards and guidance documents, and establish working groups to develop and revise documents based on subject-matter.

Composition

The committee is composed of at least 5 members and must include 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 Standards and Guidance 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 Standards and Guidance Committee:

<p>Healthcare terminology</p> <p>Know and understand the common terminology, acronyms and phrases used in health care</p>	<p>Research and analytical skills</p> <p>Experience providing evidence-based research to support a project or initiative</p>
<p>Innovation</p> <p>Experience developing teams, environments and processes that employ new and creative thinking.</p>	<p>Standards/Scope of Practice</p> <p>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.</p>
<p>Professional Standards and Professional Ethics</p> <p>Knowledge and experience of the standards of practice and standards of professional ethics at regional, provincial, national and international levels.</p>	<p>Systems Perspective</p> <p>Knowledge of practice overlap, including diverse experience with, for example, other health professions, health care employers.</p>
<p>Project management and oversight</p>	<p>Writing/Editing</p>

Experience overseeing and managing projects, including time management, budget, personnel, etc.

Experience in professional and academic writing and editing

Authority

In accordance with Section 19(t) of the *Act*, the Board has the power to establish committees it determines are necessary or advisable. The Standards and Guidance Committee was established under this provision and therefore gets its authority from the Board. The Board approves the processes and authority of this committee.

Duties and Responsibilities

In accordance with CDSBC bylaw 4.10, the committee:

- (a) makes recommendations to the board for development of practice and ethical standards and guidance;
- (b) reviews practice and ethical standards and guidance and makes recommendations for amendment of same;
- (c) collaborates with other health colleges for the purpose of developing or amending practice and ethical standards and guidance under paragraphs (a) and (b);
- (d) oversees consultation with the public or with registrants and certified dental assistants on the amendment and development of practice and ethical standards and guidance and, as appropriate, incorporating the results of that consultation in the recommendations of the committee to the board for amendment or development of standards and guidance, and
- (e) at least every 2 years, reviews and assesses the committee's terms of reference and make recommendations to the board for amendments of the same.

In addition to the bylaws, the committee:

- (f) establishes working groups, in collaboration with the Appointments Committee, to develop CDSBC standards, guidance and other publications;

Current Activities:

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

- Revising existing college documents and collaborating with the other oral health colleges to create consistent standards for the profession.
- Developing new practice standards for the profession

Meetings and expectations

The Standards and Guidance Committee meets 5-6 times per year, but may meet more often if necessary.

Committee meetings are usually 3-4 hours and members are required to review meeting materials and be prepared for meetings. Schedule and meeting length are dependent on member availability and committee workload.

*Note this is a new committee with a considerable workload for its first term. The committee will likely be required to meet more often during the first term in order to revise existing college documents. As a result, there may be a significant time requirement.

Expectations:

In addition to the expectations for all committee members, members of the Standards and Guidance Committee are expected to:

- Review committee materials before and after meetings
- May be required to do some research, writing and editing
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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)