BCCOHP | British Columbia College of Oral Health Professionals

Quality Assurance Committee
Terms of Reference

BCCOHP's governance structure is focused on transparent decision making in the public interest.

BCCOHP committees are accountable to the Board. Each committee has specific duties and responsibilities that help the Board meet its mandate. Committees support the Board and help the Board to meet its regulatory responsibilities.

Committee members collaborate with professional staff to meet BCCOHP's mandate.

Mandate

The Quality Assurance committee is responsible for developing, administering and maintaining the quality assurance program described in Part 12 of the Bylaws.

Composition

The committee is composed of at least 12 members. The recommended composition is:

- At least 8 registrants or certified dental assistants
- At least 4 public members

At least 1/3 of the total membership must consist of public members. Board members cannot be a member of the Quality Assurance committee.

The Board appoints committee members for terms of 1 or 2 years, to a maximum of 6 consecutive years.

Composition Matrix

BCCOHP 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.

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Quality Assurance

Experience and understanding of the quality assurance programs and assessments in health care, and experience in developing tools that enable meaningful feedback and ongoing competency determination.

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 oral health 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 BCCOHP Bylaw Part 12 (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 12 of the bylaws;

(b) reviews and assesses, at least every 2 years, the committee's terms of reference and the quality assurance program requirement guidelines, and makes recommendations to the Board for amendment of same.

In addition to the bylaws and the *Act*, the committee

(c) oversees the collection of BCCOHP data from the Quality Assurance program to support the development of the Quality Assurance program requirements, as well as, potentially inform other BCCOHP initiatives, such as the strategic plan, and standards and guidance;

Meetings and Expectations

The committee typically meets **5-6** times per year, but may meet more often if necessary.

Committee meetings are usually during the business day for around 2 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.

Committee members are compensated for attending meetings in accordance with BCCOHP's Remuneration and Expense Policy.

Expectations:

In addition to the expectations for all committee members, members of the Quality Assurance committee are expected to:

- Be familiar with Quality Assurance requirements for all categories of registration
- Be familiar with bylaws specific to Quality Assurance
- 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.