

Standards and Guidance 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 Standards and Guidance Committee develop, manage and review BCCOHP's 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. The recommended composition is:

- At least 3 registrants or certified dental assistants
- At least 2 public members

At least 1/3 of the total membership must consist of public members. Board members cannot be a member of the Standards and Guidance Committee.

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

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Composition Matrix

BCCOHP will aim to appoint individuals with the following competencies to join the Standards and Guidance Committee:

Healthcare terminology

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

Innovation

Experience developing teams, environments and processes that employ new and creative thinking.

Professional Standards and Professional Ethics

Knowledge and experience of the standards of practice and standards of professional ethics at regional, provincial, national and international levels.

Project management and oversight

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

Research and analytical skills

Experience providing evidence-based research to support a project or initiative.

Standards/Scope of Practice

Understand the standards and scopes of practice that guide oral health practice in British Columbia and be able to determine where a breach or potential breach might occur.

Systems Perspective

Knowledge of practice overlap, including diverse experience with, for example, other health professions, health care employers.

Writing/Editing

Experience in professional and academic writing and editing.

Authority

In accordance with Section 19(t) of the *Health Professions 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 BCCOHP bylaw 4.11, the committee:

- (a) reviews and makes recommendations to the Board for development of practice and ethical standards and guidance;
- (b) collaborates with other health colleges for the purpose of developing or amending practice and ethical standards and guidance under paragraphs (a);
- (c) 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,
- (d) can establish working groups, in collaboration with the Nomination and Appointment Committee, in order to make recommendations to the Board for the development of BCCOHP standards, guidance and other publications, and
- (e) at least every 2 years, reviews and assesses the committee's terms of reference and makes recommendations to the board for amendments of same.

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 during the business day for 2-3 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.

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.
- 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.