

Recordkeeping Standards Working Group

Terms of Reference

Mandate

The Recordkeeping Standards Working Group was established to develop recordkeeping standards and guidance for BCCOHP. The working group will consider existing recordkeeping standards from the legacy colleges to develop standards for all OHPs. The working group is accountable to the Standards and Guidance Committee.

Composition

The working group consists of members appointed by the board, and must include at least:

- 4 oral health professionals
- 1 unregulated public member of the oral health team (e.g. chairside assistant, receptionist, office manager)

Composition Matrix

Members of the Recordkeeping Standards Working Group should demonstrate one or more of the following competencies:

- **Knowledge and experience**
Working knowledge and experience with analogue and digital recordkeeping; IT and legal expertise with regards to recordkeeping
- **Research and analytical skills**
Ability to conduct research and analyze findings
- **Writing and editing skills**
Ability to support staff with writing and editing of the standards and guidance
- **Risk assessment**
Ability to assess and mitigate risk to patients
- **Systems thinking**
Ability to consider how the standards work within BCCOHP and in dental practice
- **Standard development**
Experience developing standards or other similar documentation

Authority

The Standards and Guidance Committee has the authority to develop standards and guidance for the profession in BCCOHP Bylaw Part 4. In the committee's terms of reference, it establishes expert working groups to draft the standards in accordance with the Standards and Guidance Development Process.

Duties and Responsibilities

The working group will:

- a) Conduct research and analysis of existing recordkeeping standards, guidelines and best practices;
- b) Develop standards and guidance for recordkeeping using the Standards and Guidance Development Process:
 - i. Draft standards aligned with BCCOHP's standards and guidance framework
 - ii. Draft recordkeeping standards using BCCOHP's standard development criteria
 - iii. Draft guidance for how to meet the approved standards using the development criteria
 - iv. Collaborate with the Professional Standards WG and any other applicable groups when required
 - v. Consult with external expertise, if required
- c) Provide the Standards and Guidance Committee with draft standards and guidance for review and approval;
- d) Make any revisions to the draft standards and guidance following committee review and consultation.

Terms and meetings

The working group's term is for one year and may be reduced or extended, if required.

The Recordkeeping Standards Working Group will meet as many times as necessary to meet the objectives of the working group.