

Accreditation Committee

Terms of Reference

BCCOHP's committees are established by and accountable to the Board. Each committee has specific duties and responsibilities that help the Board meet its responsibility for ensuring that the organization's mandate – regulation of oral health care in the public interest – is carried out effectively and efficiently on behalf of British Columbians. Committee members collaborate with professional staff to achieve this.

Committees comprise members who reflect the importance of diversity, gender equality, professional experience, knowledge and skill.

Mandate

The Accreditation Committee is accountable to the Board in overseeing BCCOHP's accreditation program in accordance with Part 14 of the BCCOHP bylaws. The Accreditation Committee is responsible for assessing the compliance of licensees, and the dental facilities in which they operate, with the accreditation standards, to make decisions to issue and renew certificates of accreditation.

Composition

The committee is composed of at least nine members and must include:

- at least two full dentist licensees or limited (restricted-to-specialty) dentist licensees,
- at least two medical practitioners certified in anesthesia by the Royal College of Physicians and Surgeons of Canada, who are confirmed by the College of Physicians and Surgeons of British Columbia as suitable for membership on the committee,
- at least two persons with expertise in biomedical engineering, and
- at least three public members, which may include health professionals other than the above.

Licensees and medical practitioners must be authorized to provide at least moderate sedation, deep sedation or general anesthesia. Biomedical engineers must have experience with deep sedation and general anesthesia equipment.

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

The Board appoints committee members for terms of two or three years, to a maximum of six consecutive years.

Panels

The Accreditation Committee may meet in panels of at least three committee members appointed by the committee chair. A panel has the same powers as the committee.

The panels meet to consider applications to issue, vary or renew applications for accreditation of a facility.

Panel composition will consist of members with the necessary expertise and competencies to deal with the matter being considered.

Composition Matrix

To effectively fulfill their roles and responsibilities, committee members should possess a diverse set of competencies that align with the organization's mission and strategic objectives. More information about the various competencies can be found in the Guide for Committee and Advisory Working Group Members.

In addition, committee members should possess, or be willing to learn, the following competencies:

Assessment

Experience assessing performance and facilitating assessments or inspections to determine if qualifications have been met.

Committee leadership

Experience in facilitating committee meetings, developing a positive culture, conflict resolutions and fostering effective decision-making.

Standards and scope of practice

Knowledge of and experience working within the BCCOHP professional standards, and an understanding of the accreditation standards to be able to determine if a breach occurs.

Accreditation processes/requirements

Understanding the process, procedures and requirements that underpin the accreditation program at BCCOHP and be able to evaluate information and determine eligibility.

Oral health practice

Familiarity with the oral health practice and domains of practice (clinical, educational, research, administration). The committee should have members with experience in moderate sedation, deep sedation and GA. The committee would also benefit from members with experience sedating patients 12 years of age or under, utilizing moderate and deep sedation.

Healthcare terminology

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

System perspective

Knowledge of practice overlap, including diverse experience with, for example, other health care professions. This may include: CPSBC's sedation standards, BCCNM's regulations, Biomed, etc.

Authority

In accordance with section 357(e) of the *Health Professions and Occupations Act* and BCCOHP bylaw 3.02(1), the Board establishes the Accreditation Committee and the authority of this committee derives from Part 14 of the bylaws.

Duties and Responsibilities

In accordance with Part 14 of the bylaws, the Accreditation Committee:

- (a) considers applications for accreditation and makes accreditation decisions;
- (b) impose or vary limits or conditions on a facility's accreditation;
- (c) assesses and confirms the compliance of licensees and facilities with the accreditation standards and standards for sedation and general anesthesia;
- (d) conducts hearings with respect to an accreditation decision when necessary;
- (e) conducts hearings for taking action against a facility when necessary;
- (f) reviews orders of extraordinary action of the registrar and reconsiders adverse accreditation decisions; and
- (g) reviews and assesses the accreditation standards and makes recommendations to the Board for amendment of same.

Meetings and Expectations

Meeting Schedule

The Accreditation Committee may meet six times per year, but this cadence may vary based on need.

Committee meetings may be up to three hours in length, and members are required to review committee meeting materials and be prepared for meetings. Schedule and meeting length are dependent on member availability and committee workload.

At least one training sessions is conducted each year and is mandatory for members.

Quorum Requirements

Under the bylaws, a majority of the committee must be present and at least 1/3 of the members present must be representatives of the public.

For panel meetings, all members of the panel must be present if the panel has fewer than four members. At least 1/3 of the panel must be public members.

Decision-making

Committees will come to decisions by consensus or by majority vote if, despite reasonable efforts, the committee is unable to arrive at a decision by consensus.

Remuneration

Committee members are compensated for attending meetings in accordance with BCCOHP's Remuneration and Expense Policy. Please note that this policy is currently being updated.