



# Professional Practice and Standards Advisory Committee

## Terms of Reference

### Purpose

The purpose of the College of Complementary Health Professionals of British Columbia's ("CCHPBC") Professional Practice and Standard Advisory Committee (the "Committee") is to provide profession-specific perspectives, advice, and context to inform the Board and staff on standards, practice, and policy. The Committee is advisory only and does not have decision-making authority.

### Authority

The Committee is established pursuant to section 19(1)(t) of the *Health Professions Act* (the "HPA") and subparagraph 4.1(e) of the CCHPBC bylaws (the "bylaws"). As a non-statutory committee, the Committee derives its authority from the bylaws and any additional authority delegated to the Committee from the Board.

### Responsibilities of the Committee

The Committee has the responsibility to:

- advise, upon request, the Board, staff, in relation to:
  - the development, review, and recommendation of standards, limits, and conditions for the practice of a Designated Health Profession, including without limitation: standards, limits and conditions regarding any service or restricted activity identified by regulation;
  - the development or modification of Standards of Practice, Standards of Professional Ethics, practice guidance and relevant policy for any Designated Health Profession;
  - development or modification of standards of practice or ethics in relation to Indigenous reconciliation and Indigenous patient care.
- act as an avenue for the Board and/or staff to seek advice from Indigenous registrants and Indigenous members of the public on professional standards and practice issues related to Indigenous-specific racism in the healthcare system;
- review and assess the Committee's terms of reference and make any appropriate recommendations to the Board.

Everything the Committee does must comply with the HPA, the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c 165 (FIPPA), the bylaws, and any applicable Board policies.



## Committee Membership

### *i. Recruitment and appointment*

Annually, the Governance Committee recommends a composition matrix to the Board for each College committee. This matrix identifies the ideal collection of skills, backgrounds, and experience for each College committee and includes individual and collective commitment and capacity in cultural safety, cultural humility, and Indigenous-specific anti-racism.

When a vacancy needs to be filled, the Governance Committee will, in consultation with staff and the Committee chair, compare current committee competencies, backgrounds and experience against the competency matrix for that committee and identify and prioritize needs to be filled. These prioritized needs will support the recruitment and assessment of potential candidates for the Committee. When considering committee and Board composition, the Governance Committee will ensure there is a minimum expectation of two Indigenous members in every setting.

Appointments will be made by the Board upon the recommendation of the Governance Committee. In certain cases, the Board may make appointments directly.

The Committee chair will be the Registrar or their delegate whose membership is not subject to a term limit.

### *ii. Composition*

The Committee will be composed of a sufficiently large number of both registrant members from each Designated Health Profession and public Committee members to form a number of panels. There will be a sufficiently large number of Committee members to meet the skills, background, and diversity requirements outlined in the Committee's composition matrix and the *Guidelines: Regulatory Committee Panels*.

Panels may be small, made up of registrants from a Designated Health Profession and sufficient public members for profession-specific matters. Panels may be larger if they are dealing with issues not specific to one Designated Health Profession and therefore may have registrants from multiple Designated Health Professions and sufficient public Committee members.

The bylaws set out the minimum Committee composition of at least 11 persons. There must be at least two registrants from each of the Designated Health Professions in the College and at least three public Committee members.



*iii. Terms of Office*

Each member of the Committee will be appointed for a term of up to three years, unless otherwise specified by the Board. Committee members may be reappointed to the Committee but may not serve as a Committee member for more than six consecutive years. A person who completes six consecutive years on the Committee will be ineligible for reappointment to the Committee until three years have elapsed since the end of their service.

*iv. Compensation*

Compensation for Committee members' time will be paid in accordance with the Board and Committee Compensation (Honoraria) Policy.

## Responsibilities of all Committee Members

Expectations of all Committee Members are set out in the Board and Committee Code of Conduct. All Committee members have a responsibility, on an annual basis, to read and sign the Confirmation of Understanding and Acceptance of the Code, and to always comply with the expectations set out within it.

## Responsibilities of the Committee and Panel chairs

The Committee chair will be the Registrar or their delegate. Panels will be led by College staff, who will act as the Panel chair. Responsibilities of the chair include:

For the Committee chair:

- Appointing Committee members to panels and designating the Panel chair in accordance with the *Guidelines: Regulatory Committee Panels*.
- Where a panel is created for a specific task or is established as a standing, long-term panel and the chair deems it necessary, approving Terms of Reference for the panel.
- Supporting Committee and Committee member evaluations when required.
- Providing oversight, feedback, and mentorship to Panel chairs as required with respect to chair issues.

For the Committee chair and Panel chairs:

- Setting meeting dates in consultation with the Committee or Panel members and staff
- Developing and/or approving the agenda in consultation with staff.
- Encouraging and maintaining a culturally safe environment for any Indigenous members.
- Creating an agile mechanism to raise harm alarms and identify/untie colonial knots.
- Taking a believing stance when Indigenous Committee members raise concern or comment and expecting the same of other Committee members.
- Committing to mounting a timely and active response when an issue of Indigenous-specific racism is raised.



- Presiding at and conducting all Committee or Panel meetings in a manner that promotes meaningful discussion and rational, defensible decisions and/or recommendations.
- Being aware of and facilitating meetings in accordance with principles of Indigenous cultural safety including when relevant any local First Nations customs, laws or protocols, and any other guidelines set out by the Board or Committee (e.g., Committee Meeting Guidelines).
- Encouraging Committee and Panel member participation in discussion.
- Utilizing facilitator, coaching, and other interpersonal skills to ensure meaningful discussions occur.
- Encouraging meeting attendance, including speaking with Committee or Panel members not attending.
- Monitoring Committee or Panel member compliance with the Board and Committee Code of Conduct.
- Ensuring relevant Board directives are followed; and ensuring timely communication with the Board on extraordinary situations as they occur, including any concerns with the functioning of the Committee or Panel.

## Panels

While the Committee may meet as a whole, where needed, for purposes such as orientation, education, and consultation, it will usually meet in panels for specific issues, as directed by the Board or staff.

### *i. Duties*

A panel may exercise any power and perform any duty of the Committee under the Act and bylaws, subject to any procedures, policies, or rules established by the Board.

### *ii. Selection and composition*

Each panel consists of at least three Committee members, including one public Committee member and must be composed of at least three members. Members of a Panel are appointed by the Committee chair from among Committee members, in consultation with staff using the Guidelines: Regulatory Committee Panels.

If in the chair's opinion a matter requires profession-specific expertise, at least one registrant from the Designated Health Profession(s) connected with or affected by the matter at issue must be included on the Panel.

## Committee/Panel Meetings

### *i. Frequency*

The frequency of Committee and panel meetings will be determined by the Committee or Panel chair. There is usually required pre-reading for each meeting.



*ii. Method of Meeting*

The Committee and its panels may meet and conduct business in person, by telephone, by videoconference or in a hybrid manner. The Committee may make a decision by email by majority vote, if quorum requirements are met. A panel may make a decision by unanimous email vote.

*iii. Formation of Recommendations and Voting*

Advice from the Committee will usually be provided in the form of non-binding recommendations to the Board or staff with respect to particular issues in the form of a briefing note.

It is intended that the Committee and its panels shall, where possible, provide recommendations and advice by consensus. Any dissenting views, accompanied by a rationale, should be recorded in the minutes or briefing note to form part of the Committee's recommendation or advice.

The Bylaws provide for circumstances in which the Committee must make a decision. In such circumstances, a vote may be called and decisions made by majority vote.

Where the Committee or Panel chair calls for a vote, each Committee or Panel member has one vote. Staff members act in an *ex officio* role and do not have the ability to vote.

*iv. Attendance*

Committee and Panel members are expected to participate actively and regularly in meetings. If a Committee or Panel member is absent for three consecutive meetings or is absent on a regular basis, the Committee or Panel chair shall discuss the absence with the Committee or Panel member and determine whether it is appropriate for the Committee member to resign.

*v. Quorum*

A majority of the Committee constitutes quorum, as long as at least one member in attendance is a public Committee member.

Quorum for a meeting of a panel consists of all members if the Panel has three members and three quarters of Panel members if the Panel has four members or more, including at least one public Committee member.

*vi. Minutes*

It is the responsibility of the chair to ensure that minutes are taken at each meeting of the Committee or Panel and retained on file. In practice, the chair delegates this responsibility to support staff and the chair will approve the minutes.



## Removal

The Board may by Special Resolution remove a Committee or Panel member and appoint a replacement for any person removed. Special care must be taken when removing a Committee or Panel member when the Committee or Panel on which the person sits is in the process of considering a matter.

## Reporting

In addition to the Committee's Panels providing the Board and staff with advice as directed, the Committee will report to the Board annually or at a frequency determined by the Board in a form prescribed by the Board in consultation with staff responsible for Board governance and committee reporting.

## Resourcing and Staff Liaison

The Committee will be supported by the Registrar or their delegate(s). The Committee may engage outside cultural, legal or other professional advice, in accordance with budget allocation.

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