



## APPLICATION COMMITTEE

### Background

The Board is required to establish an Application Committee.

### Authority

Health Professions Act (HPA) sections 19(1)(t) and HPA Bylaws sections 15.2, 19 and 20.  
Pharmacy Operations and Drug Scheduling Act (PODSA) sections 1, 4(2), 4(3), 4(4), 4(5), 4.1 and 5.1(b).

### Mandate

To review pharmacy licence applications that have been referred to the committee and determine whether to issue, renew or reinstate a licence with or without conditions.

### Responsibilities

- Review applications for a pharmacy licence as referred by the Registrar that do not meet the eligibility criteria defined in PODSA.
- Request additional information or evidence, if required to make a decision.
- Issue, renew or reinstate a pharmacy licence, with or without conditions, to applicants who satisfy the Application Committee they are eligible to hold a pharmacy licence.
- Refuse to issue, renew or reinstate a pharmacy licence, to applicants who do not satisfy the Application Committee that they are eligible to hold the pharmacy licence.
- Develop conditions with respect to issuing, renewing and reinstating a pharmacy licence.
- Establish sub-committees and ad hoc working groups for Board appointment, to review, develop, administer and establish requirements for the purposes of the application process.
- Inform applicants, about the results of the licensure decision made by the Application Committee.

### Reporting relationship

The committee as a whole reports through the chair to the Board. The committee must submit a report of its activities to the Board annually, or as required by the Board.

### Membership

- At least six full pharmacists or pharmacy technicians appointed by the Board (there must be representation from both groups of registrants).
- At least 1/3 of its members must consist of public representatives, at least one of whom must be an appointed Board member.

## Panels

- The committee may meet in panels of at least 3 persons but not more than 5 persons, and each panel must include at least 1/3 public representatives.
- The chair of the Application Committee must appoint the members of a panel and must designate a chair of the panel.
- The panel may exercise any power, duty or function of the Application Committee.

## Term of appointment

- Appointments are determined by the Board and will not exceed 3 years. Appointees are eligible for reappointment by the Board but may not serve more than 6 consecutive years.
- A registrant appointed to the committee ceases to be a member if they are no longer a full pharmacist or pharmacy technician in good standing or if they become a College employee.
- Any committee member may resign upon written notification to the registrar. Committee members who are absent for more than three committee meetings per year automatically forfeit membership on the committee. The chair has the discretion to approve, in advance, an extended absence of any committee member.

## Committee officers

Board appoints a committee chair and vice-chair from among the members of the committee.

## Voting rights

Each member, including each public representative, is entitled to one vote on all matters coming before the committee or a panel of the committee.

## Meeting procedures

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|-----------------------------|---|
| <i>Schedule:</i>            | At least three times annually.  |
| <i>Format:</i>              | In person, by teleconference, or by videoconference.  |
| <i>Agenda:</i>              | Developed by College staff in consultation with the committee chair with input from committee members.  |
| <i>Panels:</i>              | The committee chair, who also designates the panel chair, must appoint panel members. A panel of a committee may exercise any power, duty or function of that committee.          |
| <i>Attendees:</i>           | Only Application Committee members and College staff are entitled to attend committee and panel meetings, unless specifically invited by the committee or panel chair as a guest. |
| <i>Quorum:</i>              | A majority of the committee or all members of a panel.  |
| <i>Minutes:</i>             | Drafted by College staff for review and approval at next committee meeting; filed at the College office.  |
| <i>Secretariat Support:</i> | Provided by the College, including meeting coordination, preparation and distribution of materials and drafting meeting minutes.  |

## Conflict-of-interest disclosure

Members must declare conflicts of interest prior to the discussion of individual files or at any time a conflict of interest or potential conflict of interest arises.

A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the committee activities. A conflict of interest may be real, potential or perceived in nature. Individuals must declare potential conflicts to the chair of the committee and must either absent themselves from the discussion and voting, or put the decision to the committee on whether they should absent themselves.

### **Confidentiality**

Each committee member must sign a confidentiality agreement at the time of each appointment indicating their agreement to maintain the confidentiality, security and integrity of all materials during and after their term on the committee.

### **Remuneration**

Committee members may claim honouraria and expense reimbursement in accordance with the Board's policy and guidelines for claiming committee expenses.

### **Amendment to terms of reference**

The Board may amend committee terms of reference at any time and from time to time.