



DISCIPLINE COMMITTEE

Background

The Board is required to establish a Discipline Committee.

Authority

Health Professions Act (HPA) sections 19(10(t) and 38; HPA Bylaws sections 16 and 19 Pharmacy Operations and Drug Scheduling Act (PODSA), Part 3.

Mandate

Hear and make a determination of a matter referred to the committee regarding a registrants conduct, competency and/or ability to practice, pursuant to legislation.

Responsibilities

- Conduct hearings of a matter.
- Determine disposition of the matter.
- Inform respondents, complainants and the public about action taken.
- Inform respondents and complainants about the discipline process as applicable.

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, at least 1 full pharmacist for pharmacist hearings and at least 1 technician for technician hearings.
- The chair (or the vice chair in the absence of the chair) of the discipline 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 discipline 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 chair. 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

<i>Schedule:</i>	As required to fulfill its mandate and responsibilities.
<i>Format:</i>	In person or by teleconference.
<i>Hearing agenda:</i>	Developed by discipline panel chair.
<i>Attendees:</i>	Discipline hearings must be in public unless otherwise directed by the discipline committee.
<i>Quorum:</i>	A majority of the committee or all members of a panel.

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.

Any public notification required by legislation will be made by the registrar at the direction of the discipline 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 from time to time.