



## INQUIRY COMMITTEE

### Background

The Board is required to establish an Inquiry Committee.

### Authority

Health Professions Act (HPA) sections 19(1)(t) and 33; HPA Bylaws sections 15 and 19; Pharmacy Operations and Drug Scheduling Act (PODSA), Part 3.

### Mandate

Investigate complaints and concerns regarding a registrants conduct, competency and/or ability to practice and decide on an appropriate course of action pursuant to legislation.

### Responsibilities

- Investigate complaints on its own motion or raised by a complainant within timelines as prescribed by the Minister.
- Investigate registrants that fail to authorize a criminal records review check as well as registrants presenting a risk of physical or sexual abuse to the vulnerable sector as determined by the Registrar of the Criminal Records Review Act.
- Make dispositions on matters investigated.
- Inform registrants, complainants, the public and the Health Professions Review Board (as required) about the inquiry process and complaint outcomes.

### 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 complaints and at least 1 technician for technician complaints.
- The chair (or the vice chair in the absence of the chair) of the inquiry 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 inquiry 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**

<i>Schedule:</i>	As required to fulfill its mandate and responsibilities.
<i>Format:</i>	In person, by teleconference or by videoconference.
<i>Agenda:</i>	Developed by College staff and approved by the Chair.
<i>Attendees:</i>	Only Inquiry Committee members, College staff and inspectors, legal advisors as required and registrants upon request are entitled to attend committee and panel meetings.
<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 by the Chair or Vice Chair; 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 his/her 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 from time to time.