



## JURISPRUDENCE EXAMINATION SUBCOMMITTEE

### Background

The Board has established the Jurisprudence Examination Subcommittee to assist the Registration Committee with the development of and revisions to the Jurisprudence Examination.

### Authority

Health Professions Act (HPA), s.19(1)(t).

### Mandate

To ensure that the Jurisprudence Examination remains a valid and reliable assessment instrument.

### Responsibilities

- Develop, update and maintain Jurisprudence Examination blueprint and content.
- Establish and validate the assessment, the processes, and the standards.
- Develop recommendations and policies for review and approval by the Registration Committee.
- Review correspondence and appeals pertaining to the examination questions and acceptable answers, and recommend outcomes for the Registration Committee's approval.

### Reporting relationship

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

### Membership

- At least six full pharmacists or pharmacy technicians appointed by the Board (there must be representation from both groups of registrants).

### 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 subcommittee 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 subcommittee member may resign upon written notification to the registrar. Subcommittee members who are absent for more than three subcommittee meetings per year automatically forfeit membership on the subcommittee. The chair has the discretion to approve, in advance, an extended absence of any subcommittee member.

### Subcommittee officers

The Board appoints a subcommittee chair and vice-chair from among the members of the subcommittee. The subcommittee members will recommend to the Board the appointment of new subcommittee members as vacancies or extraordinary needs arise.



## Voting rights

Each subcommittee member is entitled to one vote on all matters coming before the subcommittee.

## Meeting procedures

- Schedule:* As required to fulfill its mandate and responsibilities.
- Format:* In person, by teleconference or by videoconference.
- Agenda:* Developed by College staff in consultation with the subcommittee chair, with input from subcommittee members.
- Attendees:* Only Jurisprudence Examination Subcommittee members and College staff are entitled to attend subcommittee and panel meetings, unless specifically invited by the subcommittee chair as a guest.
- Quorum:* A majority of the subcommittee.
- Minutes:* Drafted by College staff for review and approval at next subcommittee meeting; filed at the College office.
- Secretariat support:* 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 subcommittee 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 subcommittee.

## Remuneration

Committee members may claim honoraria 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 subcommittee terms of reference at any time and from time to time.