



DISCIPLINE COMMITTEE

Background

The Board is required to establish a Discipline Committee.

Authority

Health Professions Act (HPA); HPA Bylaws; Pharmacy Operations and Drug Scheduling Act (PODSA) and PODSA Bylaws.

Mandate

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

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.

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.

Membership

- At least six full pharmacists or pharmacy technicians appointed by the Board.
- At least 1/3 of its members must be public representatives, of which at least one of whom must be an appointed Board member.

Panels

The committee may meet in panels of 3 persons which must include at least 1 public representative.

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

Terms of appointment must not exceed two years.

Members are eligible for reappointment by the Board but may not serve more than three consecutive terms.

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 officers

The Discipline Committee will recommend to the Board the appointment of a chair and vice-chair from amongst the committee's members for a term of one year.

Voting rights

Each Discipline Committee 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

Schedule: As required to fulfill its mandate and responsibilities.

Format: In person.

Hearing agenda: Developed by discipline panel chair.

Attendees: Discipline hearings must be in public unless otherwise directed by the discipline committee.

Quorum: A majority of the committee or all members of a panel.

Conflict-of-interest disclosure

Members must declare conflicts of interest at the beginning of the hearing.

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 or panel activities. A conflict of interest may be real, potential or perceived in nature. Individuals must declare potential conflicts and absent themselves or put the decision to all parties of the hearing.

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.