



## INQUIRY COMMITTEE

### Background

The Board is required to establish an Inquiry Committee.

### Authority

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

### 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 as soon as possible.
- Investigate registrants that fail to authorize a criminal records review check as well as registrants presenting a risk of physical or sexual abuse to children as determined by the Registrar of the Criminal Records Review Act.
- Determine disposition of items (1) and (2).
- Inform registrants, complainants and the Health Professions Review Board (as required) about the inquiry process and complaint outcomes.
- Report to the Board 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.

### 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 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

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 Inquiry 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 Inquiry 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

<i>Schedule:</i>	As required to fulfill its mandate and responsibilities.
<i>Format:</i>	In person or by teleconference.
<i>Agenda:</i>	Developed by College staff.
<i>Attendees:</i>	Only Inquiry Committee members, College staff and inspectors 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.

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 from time to time.