



## KNOWLEDGE ASSESSMENT SUBCOMMITTEE

### Background

The Board has established the Knowledge Assessment Subcommittee to assist the Quality Assurance Committee with the development of and revisions to the Professional Development and Assessment Program's Knowledge Assessment tool.

### Authority

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

### Mandate

To ensure that the Professional Development and Assessment Program's Knowledge Assessment option continues as a valid and reliable assessment.

### Responsibilities

- Develop, update and maintain the Knowledge Assessment blueprint and content.
- Establish and validate assessment and assessment standards.
- Develop recommendations and policies for review and approval by the Quality Assurance Committee.
- Review correspondence and appeals pertaining to the assessment questions and acceptable answers, and recommend outcomes for the Quality Assurance Committee's approval.

### Reporting relationship

The subcommittee as a whole reports through the chair to the Quality Assurance Committee. The subcommittee must submit a report of its activities to the Quality Assurance Committee annually.

### Membership

- At least six full pharmacists or pharmacy technicians appointed by the Board.

### Term of appointment

Initial appointments by the Board are for one-year or two-year terms, in order to ensure continuity of subcommittee membership. Subsequent 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 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 subcommittee members will recommend to the Board the appointment of a chair and vice-chair from amongst the subcommittee's members for a term of one year. 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. In the case of an equality of votes, the chair shall have an additional casting or deciding vote.

## 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 in consultation with the subcommittee chair, with input from subcommittee members.
<i>Attendees:</i>	Only Knowledge Assessment Subcommittee members and College staff are entitled to attend subcommittee and panel meetings, unless specifically invited by the subcommittee chair as a guest.
<i>Quorum:</i>	A majority of the subcommittee.
<i>Minutes:</i>	Drafted by College staff for review and approval at next subcommittee meeting; 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 task group activities. A conflict of interest may be real, potential or perceived in nature. Individuals must declare potential conflicts to the chair and must either absent themselves from the discussion and voting, or put the decision to the group 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 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 subcommittee terms of reference at any time and from time to time.