



## PRACTICE REVIEW COMMITTEE

### Background

The Board has established the Practice Review Committee to develop and maintain the Pharmacy Review and the Pharmacy Professionals' Review components of the Practice Review Program (PRP).

### Authority

Health Professions Act (HPA) s. 19(1)(t) and HPA Bylaws sections 15.1 and 19.

### Mandate

To monitor standards of practice to enhance the quality of pharmacy care for British Columbians.

### Responsibilities

- Develop and update the PRP processes and policies for approval by the Board as required including but not limited to processes and policies that:
  - outline the Pharmacy Review component;
  - outline the Pharmacy Professionals' Review component;
  - outline follow-up and remediation.
- On a yearly basis review the statistics and outcomes and feedback of the PRP, determine recommendations for improvement and report to the Board as applicable.
- Liaise with the Hospital Pharmacy Advisory Committee, Community Pharmacy Advisory Committee and Residential Care Advisory Committee to make recommendations on current and outstanding issues pertaining to the PRP.
- Liaise with Health Authorities, owners and directors and other stakeholders to address current and outstanding issues pertaining to the PRP.
- Review s.17(1) PODSA and 28(1) HPA reports and determine whether to refer matters arising from that review to the Inquiry Committee, Quality Assurance Committee or Registrar.

### Reporting relationship

The committee as a whole reports to the Board and 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.
- The Chair must appoint the members of a panel and must designate a chair for each panel.
- The panel may exercise any power, duty or function of the Practice Review 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 committee member, including the public representative, is entitled to one vote on all matters coming before 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 in consultation with the committee chair with input from committee members.
<i>Attendees:</i>	Only Practice Review (PR) Committee members and College staff are entitled to attend committee and panel meetings, unless specifically invited by the committee chair as a guest.
<i>Quorum:</i>	A simple majority of the committee.
<i>Minutes:</i>	Drafted by College staff for review and approval at next committee 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 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 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 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 committee terms of reference at any time and from time to time.