




Policy Title: QUALITY ASSURANCE COMMITTEE TERMS OF REFERENCE		Policy Section: IV Governance Process	Policy Number: IV-20.11
Approved By: Board of Directors	Date Approved: May 29, 2009 Effective: Jun 4, 2009	Last Revision Date: Date Reviewed/ Revised: May 7, 2012 Sept 18, 2014 May 15, 2017 Dec 1, 2020 May 28, 2024 Next Revision Date: May 2027	Board Chair's Signature: 

BACKGROUND

The Quality Assurance Committee's purpose, mandate, and authority is derived from the [Regulated Health Professions Act, 1991](#), CMLTO By-Law, CMLTO Board Policies, and the Quality Assurance Committee Terms of Reference.

PURPOSE

This policy outlines the CMLTO Quality Assurance Committee Terms of Reference, including the purpose, responsibilities, authority, and structure of this Committee.

The Quality Assurance Committee (the "Committee") is established as a Statutory Committee pursuant to the [Health Professions Procedural Code](#), Schedule 2 to the [Regulated Health Professions Act, 1991](#). Relevant Board Policy and/or section(s) of the CMLTO By-Law are referenced at the end of policy statements, as required.

POLICY

1.0 PURPOSE AND MANDATE OF THE QUALITY ASSURANCE COMMITTEE

The Quality Assurance Committee is established to ensure the quality of practice for medical laboratory technologists and to promote continuing competence among CMLTO registrants who hold a Practising certificate of registration.

2.0 MANDATE OF THE QUALITY ASSURANCE COMMITTEE

2.1. Statutory Mandate

The Quality Assurance Committee upholds the public interest as outlined in the [Health Professions Procedural Code](#) by verifying the competency of registrants and fostering excellence in their professional standards. To



achieve this, the Quality Assurance Committee administers the Quality Assurance Program which:

1. Promotes continuing competence and quality improvement among registrants,
2. Addresses changes in practice environments, and
3. Incorporates the standards of practice, advances in technology, changes made to entry to practice competencies and other relevant issues in the discretion of the Board.

The Quality Assurance Committee must ensure that self, peer, and practice assessments and tools for registrants to participate in and demonstrate compliance with the program are available and conducted in alignment with legislative requirements.

2.2. Governance Mandate

The Quality Assurance Committee supports the Board of Directors by providing input, as necessary, in the development of the CMLTO Ends, Executive Limitations, and Governance Process Policies on matters identified by this Committee and providing guidance on quality assurance policies and processes.

The Committee, in its decision-making process, will examine all relevant legal or regulatory requirements and evidence-informed guidance while considering the public interest and practice risks. Further, the Committee will make recommendations to the Board of Directors, as required.

The Committee conducts its activities through the lens of and with a commitment to equity, diversity, inclusion, and justice principles of the CMLTO.

3.0 DUTIES AND RESPONSIBILITIES

3.1. Duties

The Quality Assurance Committee is responsible for:

- Developing policies related to the quality assurance program,
- Assuring the quality of practice and continuing competence of the registrants,
- Developing and maintaining the CMLTO Quality Assurance Program,



- Monitoring and overseeing the CMLTO Quality Assurance Program.
- Reviewing and determining outcomes related to Quality Assurance matters including, but not limited to, non-compliant registrants.

Preparation of Committee Work Plan

- An annual committee work plan is established by the outgoing Committee, prior to the end of the business year. This supports the budgeting process.
- The incoming Committee will review the draft work plan and only fine-tune as needed.
- The annual Committee work plan for the Quality Assurance Committee is approved by the Registrar and CEO and reported to the Board.

4.0 AUTHORITY

4.1. Reporting Relationships

The Quality Assurance Committee collectively reports to the Board of Directors through the Committee Chair.

5.0 COMPOSITION

5.1. Membership

5.1.1. Committee Membership

The Quality Assurance Committee shall be composed of:

- At least two (2) Professional Board Members,
- At least two (2) Public Board Members, and
- At least three (3) Registrants who are not Board Members.

5.1.2. Panel Membership

Panel members of the Quality Assurance Committee shall be appointed by the Committee Chair to perform statute-specific functions.

Pursuant to the Code, Panels must be composed of at least three (3) Committee members, at least one (1) of whom shall be a Public Member.

The Chair of the Quality Assurance Committee, when appointing a Panel, may designate one member as the Panel Chair.



5.2 Term of Office

The term of office of a Statutory Committee member is one (1) year commencing immediately after the appointment at the first regular Board meeting of the year and expiring when a new Committee member's term of office begins. (By-Law Section 5.4.1)

5.3 Committee Chair

The Board of Directors, after considering the Committee compositions proposed by the Executive Committee, appoints the members and Chairs of the Committees at its first regular meeting of the year in accordance with the CMLTO By-Law.

6.0 MEETINGS

The Committee meetings are governed by the provisions of the CMLTO By-Law / Section - 5.8 Committee Meetings.

6.1. Frequency of Meetings

There will be approximately three (3) regular Quality Assurance Committee meetings in any one year. Additional meetings can be called by the Committee Chair.

6.2. Quorum

A majority of the members of the Committee, at least one of whom is a Public Board Member, constitute a quorum for any meeting of the Committee.

Three (3) members of a panel constitute a quorum pursuant to the Code.

7.0 MONITORING AND REPORTING

The Quality Assurance Committee:

- Reports its regular actions to the Board of Directors at regular Board meetings or more frequently if required,
- Keeps the Board of Directors updated on all achievements related to the mandate of the Committee, and
- Prepares reports and other documents to enable the Board of Directors to carry out its duties.

The Committee Chair, on behalf of the Committee, is required to keep the Registrar and CEO updated on all achievements related to any regulatory mandate held by the Committee.



If a specific Board motion is required on an issue or topic, the Board Chair or Committee Chair will submit a request to the Registrar and CEO that the issue or topic be included on the regular Board agenda.

8.0 RESOURCES AND BUDGET

Operations of the Quality Assurance Committee are conducted within an allocated annual budget.

9.0 ADMINISTRATIVE SUPPORT

Administrative support is provided to the Quality Assurance Committee by:

- Registrar & CEO
- Senior Director, Regulatory Programs
- Coordinator, Quality Assurance
- Other advisors, as requested

10.0 REFERENCES

The Quality Assurance Committee Terms of Reference are in line with the values outlined throughout the CMLTO By-Law and the Board Policies, and must be reviewed and implemented in conjunction with:

- [Regulated Health Professions Act, 1991](#)
- [Health Professions Procedural Code](#) / Schedule 2 to the [Regulated Health Professions Act, 1991](#)
- [Medical Laboratory Technology Act, 1991](#)
- [Ontario Regulation 207/94](#)
- CMLTO By-Law:
 - Article 5 – Committees
 - Article 6 – Code of Conduct
 - Article 7 – Conflict of Interest
 - Article 8 – Confidentiality
- CMLTO Board Policies
 - GP IV-20 Statutory and Board Committee Principles Policy
 - GP IV-22 Role of Committee Chair Policy