

Professional Conduct Committee (PCC) Terms of Reference

1.0 Purpose

The Professional Conduct Committee's (PCC) mission is to safeguard the public interest by looking into complaints that the Council refers to the PCC. These concerns may have come from a member of the public, a member of the College, another health practitioner, etc. This includes reviewing complaints and determining if professional misconduct or professional incompetence has occurred.

2.0 Mandate

The Professional Conduct Committee has been developed for the purpose of:

- Serve public interest by maintaining high quality and safe Opticianry services.
- Lead investigations, as needed, for submitted complaints to determine whether or not the facts as they appear would support that the member engaged in either professional incompetence, misconduct or unauthorized practices as defined in the Opticians Act and Regulatory Bylaws.
- Determine if there are reasonable grounds to believe that a member may be suffering a physical or mental ailment, an emotional disturbance or an addiction to alcohol or drugs that impairs the member's ability to practice in the profession and causes the continued practice in the profession by the member to constitute a danger to the public, the professional conduct committee may request an examination as laid out by The Opticians Act.
- Following a complete investigation, determine whether no course of action is warranted or if Alternative Dispute Resolution or disciplinary action is required.

3.0 Structure and Composition

- Includes Chair and Vice-Chair, which will be appointed by Council.
- The committee will consist of a minimum of three active registrants of the College, the majority of whom shall be practicing.
- Members will self-identify interest or be invited to sit.
- No member will have an in-progress or outstanding disciplinary record.
- Chairs and members will serve until resignation is provided.
- Ad-hoc and special committees will be developed as required. Chair and/or Vice-Chair will attend all sub-committee meetings.
- Quorum shall consist of the majority (51%) of the committee.

Chair

- Chairs all meetings of the Professional Conduct Committee and any sub-committee meetings.
- Shall serve as a liaison between the Committee and the SCO Council.
- Shall organize agendas and conduct reports of meetings to distribute accordingly to committee members and Council.
- Shall effectively and efficiently call and conduct meetings, as required, via teleconference or videoconference to efficiently carry out the duties of the committee.
- Shall attend any training as requested by the Council.
- The onus lies with the Chair to provide training for the Committee members.

- Manages time allotment for meetings and projects to ensure efficient and responsible use of the College's resources.

Vice-Chair

- Attends all meetings of the Professional Conduct Committee and any ad-hoc or sub-committee meetings.
- Shall attend any training as requested by the Council.
- Shall support the Chair in providing training to the committee members.
- May act in lieu of the Chair in case of absence or incapacity.

Members

- Attends all meetings of the Professional Conduct Committee. Provides insights, opinions, and expertise on Opticianry in regard to the Professional Conduct Committee.
- May sit on sub-committees as required.
- Must be actively licensed by the SCO or a public representative of the SCO.

4.0 Accountability and Authority

- The committee aligns itself with the Opticians Act, SCO regulatory bylaws, standards of practice, and code of ethics.
- The committee is accountable to the Council for fulfilling any duties and responsibilities authorized by the bylaws, by these Terms of Reference, and as otherwise assigned to it by the Council.
- To provide regular and annual reports to the SCO Council.
- To present and report any findings and recommendations to the Council for approval, with the exception of any decisions the Committee is authorized to make independently under the delegation of the SCO.
- Must immediately declare any Conflict of Interest upon notification of complaint, investigation or discipline hearing.
- The council-appointed Legal Counsel will be available to provide advice of a legal nature only to the PCC.
- The PCC Chair and Vice Chair can act as an investigator, hire an outside investigator, or assign investigative tasks to any PCC member to investigate the matter.

5.0 Financial

- Committee members will be remunerated in accordance with the SCO administrative policy no. 008. Members are to maintain and report their own time sheets and submit them in accompaniment with the SCO expense reports. It is the duty of the Chair to ensure members are responsible and efficiently managing their time in meetings and projects.

Approved by the Council on June 27, 2024