

Quality Assurance Terms of Reference

1.0 Purpose

The purpose of the Quality Assurance committee is to serve public interest by ensuring registrants meet entry level requirements and maintain competencies for the safe delivery of Opticianry practices.

2.0 Mandate

The Quality Assurance committee has been developed for the purpose of:

- Developing and administering a Continuing Competency Program (CCP).
- Oversee periodic audits of CCP.
- Review the requirements, eligibility, and relevancy of activities to the CCP.
- Developing and administering entry to practice exams, i.e. jurisprudence exam.
- Liaison with NACOR to administer and aid in national licensing examinations.
- Coordinating and promoting any activities in the interest of public safety.

3.0 Structure and Composition

- Includes Chair and Vice-Chair which will be appointed by Council.
- The committee will consist of a minimum of two active registrants of the College and may include one public member. 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 Quality Assurance committee and any sub-committee meetings.
- Shall serve as liaison between the Committee and the SCO Council.
- Shall organize agendas, circulate minutes, and conduct reports of meetings and distribute accordingly to members of the committee and to Council.
- Shall effectively and efficiently call and conduct meetings, as required, via teleconference or videoconference to efficiently carry out the duties of the committee.
- 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 Quality Assurance committee and any ad-hoc or sub-committee meetings.
- May act in lieu of Chair in the event of absence or incapacity of the Chair.

Members

- Attends all meetings of the Quality Assurance committee.
- Provides insights, opinions, and expertise on Opticianry in regard to Quality Assurance.
- May sit on sub-committees as required.
- Must be actively licensed with the SCO or a Public Representative with the SCO.

4.0 Accountability and Authority

- The committee aligns itself with the 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.
- Will provide regular and annual reports to the SCO Council.
- Will present and report any findings and recommendations to the Council for approval, except for any decisions the Committee is authorized to make independently under the delegation of the SCO.

5.0 Financial

- Committee members will be remunerated in accordance with the SCO administrative policy on reimbursement. 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 responsibly and efficiently managing their time in meetings and projects.
 - Apart from the sub-committee, the Board of Examiners, are remunerated by the NACOR for the licensing exams.
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Approved by the Council on November 24, 2023