

## **Registration and Quality Assurance Committee Terms of Reference**

### **TYPE OF COMMITTEE**

A standing committee of the MARRT Board.

### **PURPOSE**

To ensure that registration of members occurs according to the Registered Respiratory Therapists Regulation 342/88R located in The Registered Respiratory Therapists Act (C.C.S.M. cR115), and the bylaws and policies of the MARRT.

### **REPORTING**

- The Registration and Quality Assurance Committee (the Committee) will report to the MARRT Board (the Board).
- Following each Committee meeting, the Chair will submit a written report to the Board, which will include the meeting minutes, as well as future plans.
- The Chair will prepare an annual report and submit it to the Board one month prior to the MARRT Annual General Meeting.

### **AUTHORITY**

The Committee shall make recommendations to the Board for final approval.

### **COMMITTEE RESPONSIBILITIES**

- Ensure the MARRT's registration practices are transparent, fair, impartial, and objective.
- Assist in the development of registration policies.
- Review any related policies and criteria for registration on an annual basis.
- To make recommendations and provide direction to the Registrar in the registration of domestic trained applicants from outside of the province where anomalies exist within the application.
- Make recommendations and provide direction to the Registrar in the registration of internationally trained applicants.
- Review Continuing Competency Process and make recommendations as required.
- Conduct Continuing Competency Program audits for selected registrants.
- Review the results of the Respiratory Therapy credentialing examination.

### **MEMBER RESPONSIBILITIES**

- Attend all committee meetings or notify the chair if they will be absent.
- When unable to attend meetings, send comments/feedback via email to the chair, as applicable.
- Prepare for meetings by reviewing the previous minutes, current agenda, and agenda items prior to attending.

### **COMPOSITION**

- The Committee shall be comprised of at least five voting members:
  - The MARRT President will be a member.
  - One or more MARRT board members

- One public member appointed by the government
- One or more active practicing Registered Respiratory Therapists
- The Executive Director Registrar will be a member.
- If Committee members are needed, the Committee Chair will notify the MARRT Board.
- The term of office will be two years, renewable for additional 2-year terms as approved by the Board and the Committee.
- The Chair of the Committee will be the Practice Consultant.

#### **MEETINGS**

- The Committee shall meet a minimum of 2 times per year and as required by the Board or Chair, with the dates of the meeting to be set by the Chair.
- Meetings shall be held at the MARRT office or virtually, as determined by the Chair.
- If required, the means of establishing a teleconference connection for committee members or invited guests to participate will be available.

#### **VOTING AND DECISION MAKING**

Reaching a group consensus is the preferred method of decision making. Quorum shall consist of 50% plus one member for decision making. The Chair does not vote unless required to break a tie. Electronic voting may take place, as determined by the Chair.

#### **AGENDA AND MINUTES**

Agenda to be sent out by the Office Manager one week prior to each meeting. Minutes to be distributed within two weeks of each meeting by the Office Manager.

#### **RESOURCES AND BUDGET**

The Registration and Quality Assurance Committee will not have a designated budget allocated for Committee functions. If funds are required to support the activity of the Committee, the Committee Chair will submit budgetary requests to the Board on an annual basis for consideration during the budget approval process.

#### **TERMS OF REFERENCE (TOR)**

The Chair will ensure the TOR is reviewed annually by the Committee. This will include a review of committee functioning and processes. Any revisions to the TOR must be approved the MARRT board.