
**ASSOCIATION OF REGISTERED NURSES OF NEWFOUNDLAND & LABRADOR
COUNCIL POLICY**

Policy Name: Quality Assurance Committee
Terms of Reference

Number: GP- 6.13 b

Policy Type: Governance Process

Date Approved: June 14, 2015

1. Product

The Quality Assurance Committee (QAC) has the responsibility to establish and operate an ARNNL Council approved Quality Assurance Program for Registered Nurses and Nurse Practitioners pursuant to Section 35 of the RN Act, 2008.

The QAC will operate the Quality Assurance Program accordingly which includes:

- 1.1 Initiation of a quality assurance review of a registrant or a registrants' practice on its own motion, or at the request of the Director of Professional Conduct Review or the Complaints Authorization Committee pursuant to Section 35 of the RN Act, 2008.
- 1.2 Make orders and requirements with respect to a registrant's practice or in connection to a Quality Assurance Review initiated and completed under 1.1.
- 1.3 Monitor registrant's compliance with a requirement(s) or order(s) made by the Quality Assurance Committee under 1.2.
- 1.4 Make a referral to the Director of Professional Conduct Review where a registrant fails to comply with an order or requirement made under 1.2 or where the Quality Assurance Committee believes that in the course of a Quality Assurance Review or as a result of a Quality Assurance Review, that a registrant may be guilty of conduct deserving of sanction pursuant to Section 18 of the RN Act, 2008.
- 1.5 Report to Council on the overall nature of the QA Reviews and outcomes of monitoring of compliance with orders/requirements.

The QAC may make recommendations to Council accordingly which includes:

- 1.6 Processes and policies to improve the QA Program.
- 1.7 Changes as required to the QAC Terms of Reference.

The QAC may make recommendations to ARNNL Executive Director accordingly which includes:

- 1.8 Processes that can improve linkages between the ARNNL Continuing Competency Program and the Professional Conduct Review Process.
- 1.9 Identifying opportunities to promote good practices and prevent poor practices.

2. Authority

- 2.1 The QAC is a committee of Council (GP 6) with the authority outlined in Section 35 of the RN Act, 2008.
- 2.2 The QAC does not have the authority to give final approval to the QA Program or to contravene any policy, regulation or by-law of ARNNL Council.

3. Composition of Committee

- 3.1 A minimum of 10 members, of which at least 1 will be a member of the public. Composition to be increased based on need.
- 3.2 The registered nurse members shall be broadly representative of various practice domains, experiences, and geographical perspectives and appointed from the register of all practicing license holders who:
 - 3.2.1: Submit their names for consideration;
 - 3.2.2: are not subject to an allegation of conduct deserving of sanction at the time of appointment.
 - 3.2.3: Where a registered nurse member has an allegation filed against them while on the committee, the member must:
 - 3.2.3.1: Step aside until a decision of an Adjudication Tribunal is rendered;
 - 3.2.3.2: Step down where the member is found guilty of conduct deserving of sanction or the member consents to explore or enter into an Alternate Dispute Resolution (ADR) to resolve an allegation (s); and
 - 3.2.3.3: Where 3.2.3.1 or 3.2.3.2 is applicable, the person is not eligible to reapply until five years have passed since the person met all terms and conditions set out in the Decision/Order of the Adjudication Tribunal or ADR.
- 3.3 All members shall be appointed by Council. The Chairperson shall be a registered nurse selected from within the Committee.
- 3.4 No member of the Committee comprising a quorum for a Quality Assurance Review may have participated in the referral of the allegation/issue/concern to

ARNNL; nor may they be current members of ARNNL's Council, Disciplinary Panel or Staff.

4. Term of Office

The term of office of the members appointed to the QA Committee shall be two years for one half of those first appointed to the committee and three years for the remaining one half. All subsequent appointments shall be for a term of three years. Members may be reappointed to a maximum of three terms.

5. Member Composition for a Quality Assurance Review

5.1: Three members: 2 registered nurses and one public.

5.2: The Chairperson of the QA Committee appoints the members and Chairperson for a Quality Assurance Review. The Quality Assurance Review chairperson shall be a registered nurse.

5. Quorum

The quorum shall be three persons.

6. Meetings

Meetings at the call of the Chair as required to perform the responsibilities outlined in 1.1 – 1.9.