

OPTICIANS OF MANITOBA (OOM)
QUALITY ASSURANCE COMMITTEE

TERMS OF REFERENCE

Purpose:

The purpose of the Quality Assurance Committee is to serve the public interest by regulating the quality of practice of Opticians in Manitoba (OOM).

Mandate:

In keeping with the OOM bylaws, Practice Directions and Code of Ethics, the Council of the OOM is mandated to regulate the quality of practice by opticians in Manitoba by:

- ensuring the ongoing competency of its registrants by establishing, maintaining and monitoring a Maintenance of Competency Program,
- enhancing the practice of opticianry in Manitoba by promoting the ability of registrants to respond to changes in practice environments, advances in technology and emerging issues;
- adopting a code of ethics governing the conduct of its members,
- establishing evidence-based Practice Directions relating to the practice¹ of Opticianry in Manitoba and reflecting the National Competencies for opticians and all applicable legislation,

all of which registrants of the OOM must comply.

The Council may also issue practice guidelines in respect of the practice of Opticianry in Manitoba

Role of the Quality Assurance Committee:

The Quality Assurance Committee is a standing committee of the Council of the Opticians of Manitoba and is responsible for:

- Ongoing direction and management of the development, establishment, maintaining, reviewing, revising as needed and recommending to Council:
 - a code of ethics governing the conduct of the registrants of the OOM
 - evidence based Practice Directions and Practice Guidelines related to the practice of Opticianry in Manitoba
- Establishing and maintaining a process, strategic direction and priorities for identifying, creating and reviewing new content for the OOM Practice Directions and Guidelines Manual.
- Appointing and designating duly qualified individuals or committees, task forces or working groups as it may deem necessary or convenient, to assist in the development of Practice, Directions and Guidelines
- Ensuring:

¹ A standard, code of ethics, guideline or practice direction may be general or particular in its application and may apply to one or more classes of members.

- the adequate communication of the code of ethics, all Guidelines and Practice Directions to the registrants of the OOM, associations and affiliates of the OOM and the public
- that a copy of the code of ethics, Practice Directions and Guidelines adopted by the OOM is available in the OOM office for public inspection during normal business hours and on the OOM website.
- the ongoing monitoring and enforcing of the Code of Ethics and Practice Directions by the registrants of the OOM
- Establishing and maintaining a quality assurance program in accordance with current testing standards and assessment practices which includes continuous learning and professional development among OOM registrants.
- Establishing and validating professional Practice Audits and Audit assessment criteria
- Establishing and validating an Accreditation Policy for the OOM
- Developing, establishing, facilitating the delivery of and monitoring a Maintenance of Competency (MOC)² program which may provide for, but is not limited to:
 - reviewing the professional competence of registrants;
 - requiring registrants to participate in programs intended to ensure competence;
 - conducting practice audits in accordance with the Regulated Health Professions Act.
 - recommending to Council the withdrawal of the license of registrants who, in the absence of a reasonable excuse, have failed to attend the required number of hours for compliance with MOC education requirements.
 - evaluating the content of courses/lectures submitted by registrants to the Committee to determine their eligibility for MOC credits, assigning MOC credits and education categories,
 - the ongoing evaluation of registrants' MOC levels through activities which may include but is not limited to:
 - planning and participating in professional Practice Audits through a random selection of 10% of the registrants each year,
 - ongoing evaluation of outcomes of all MOC workshops, courses, lectures, seminars
 - developing and delivering MOC seminars when a need is identified specifically designed to meet the requests of registrants.
 - communicating with students and registrants regarding examinations and MOC programs
- Developing, establishing and maintaining programs that provide information about Opticianry for registrants and the public that assist persons in exercising their rights under the Opticians Act, the Regulated Health Professions Act, regulations, bylaws and code of ethics and Practice Directions.
- Ensuring that arrangements are made for an annual examination for applicants for registration which includes the administration of examinations , specifically that arrangements have been made for:
 - registrants of the OOM to serve as supervisors of the written and practical examinations

² Formerly called Continuing Education Program(Con ED)

- examinations to be marked
 - informing students of exam times/date/location as well as grades achieved
 - resolving concerns regarding courses communicated to the committee registrants by the registrar.
 - recommending to council the purchase of equipment needed for practical examinations
- Planning and participating in practice audits as needed
 - Preparing, when requested by Council chair a proposed revisions of the Terms of Reference for the Committee.

Reporting Relationship:

The Chair of the Quality Assurance Committee reports directly to the OOM Council and provides an annual and a monthly report to Council.

Membership:

The Quality Assurance Committee is appointed annually by the Council to consist of:

- a member of the Council elected by the Council as chair;
- three other registrants appointed from the registrants of the OOM, who may or may not be members of Council.

Term of Office

The term of a Committee member who is elected or appointed and is a member of council must not exceed four years. The term of a Committee member who is elected or appointed and is not a member of council is three years. A person may be a committee member for more than one term but must not be a member for more than 12 consecutive years. A Committee member, despite the forgoing, continues to hold office after his/ her term expires until the member is re-elected or re-appointed or a successor is elected or appointed.

Training:

Will be provided as needed/appropriate.

Meetings:

Meetings are held at the call of the chair.

Quorum: Quorum consists of 2/3 of the members.

Review of Terms of Reference:

These terms of reference will be reviewed on an annual basis by the OOM council. Any proposed revisions must be approved by the OOM Council before being finalized and incorporated.

2/10/2011

Revisions- March 18,2018