

# Get Involved as a Non-Council Committee Member



*Committees require the appointment of pharmacists and pharmacy technicians who are not elected members of Council to serve on various statutory or standing committees. In addition, pharmacists and pharmacy technicians with particular experience or expertise are occasionally needed to serve on various special committees, working groups or task forces.*

At the beginning of each Council year (September Council), the statutory and standing committees of the College are established. The Chairs of the Committees are elected on the first day of the Council meeting after which the remaining committee members are appointed.

**To be eligible for appointment as a non-council committee member (NCCM), pharmacy professionals must meet the requirements as set out under the [By-laws](#) (Article 7.6).**

## The Role of a Non-Council Committee Member

It is important to note that you have a fiduciary duty of undivided loyalty and good faith to the mandate of the College, which is to serve and protect the public.

Your fiduciary duties also include:

- Being **Diligent** – being prepared for meetings, reviewing materials, arriving on time and participating in discussion.
- Being **Civil** – respecting the process and fellow committee members, paying attention (e.g., no mobile devices during the

meetings), genuine listening and consideration and not making up your mind before arriving to the meeting.

- Being **Ethical** – using College resources appropriately, being accurate on the facts (e.g., reading the materials on a particular matter).
- Being aware of **Conflicts of Interest** (e.g. financial, adjudicative, organizational).
- Ensuring **Confidentiality** is maintained. This applies to all information obtained in the course of duties for OCP, unless an exception applies. This is especially important when discussing complaints since you will often be dealing with unsubstantiated allegations and maintaining confidentiality will prevent tainting of processes, facilitate exploration of all options and avoid misinterpretation.

To further understand the role of an NCCM, please review the College Objects (Appendix 4 of the [Governance Manual](#)), [By-laws](#), [Code of Ethics](#) and [Code of Conduct](#) for Council and Committee members.

## Term and Date of Appointment:

NCCMs serve a one-year term, which starts at the beginning of each Council year (September Council meeting). An orientation will be conducted by the Chair of the Committee to which you are appointed.

**Remuneration:** The College recognizes that although members' time is volunteered and is therefore unpaid, members choosing to serve committees should not be out of pocket for costs incurred. For more details on the remuneration and expenses, refer to Article VI of the [By-Laws](#).

If you are interested in being considered for appointment to a committee or have any questions, send an email, by July 31, 2017, to Ms. Ushma Rajdev, Council and Executive Liaison in the Registrar's office at [council@ocpinfo.com](mailto:council@ocpinfo.com). In your email, state the committee(s) on which you would like to serve and provide a resume together with any other information you deem useful. You will be contacted after Council's September meeting has taken place if you have been appointed to serve on a committee.

# Committee Opportunities

The table below provides a brief description of the duties of the Committees, the minimum number of NCCM positions required to be filled and the approximate number of days required for meetings.

Staff will solicit the availability of members well in advance of booking meetings, and will confirm meeting times with participants. For most meetings, material will be made available online and prior to the meeting to allow time for review . 

Committee	Frequency of Meetings and Number of NCCMs Required
<p><b>Accreditation Committee</b></p> <p>The Accreditation Committee considers matters relating to the operation of community pharmacies in Ontario and also reviews issues relating to pharmacy assessments conducted by College practice advisors where the pharmacy has failed to comply with the requirements.</p>	<p>Six times a year 2 NCCMs</p>
<p><b>Drug Preparation Premises Committee</b></p> <p>The Drug Preparation Premises Committee considers all matters relating to the operation of drug preparation premises (DPPs) in Ontario.</p>	<p>One to two times a year (coordinated with Accreditation Committee meetings) 2 NCCMs</p>
<p><b>Discipline Committee</b></p> <p>Panels of the Discipline Committee hear allegations of professional or proprietary misconduct.</p>	<p>Approximately twenty-five hearings a year, heard by panels*, plus two meetings of full committee 5 NCCMs</p>
<p><b>Fitness to Practice Committee</b></p> <p>The Fitness to Practice Committee considers incapacity matters referred by the Inquiries, Complaints and Reports Committee.</p>	<p>One to two times a year 1 NCCM</p>
<p><b>Inquiries, Complaints and Reports Committee (ICRC)</b></p> <p>The Inquiries, Complaints and Reports Committee (ICRC) oversees all investigations into a practitioner's conduct, competence and capacity (this includes pharmacists, pharmacy technicians, students or interns), as well as all complaint investigations, registrar's investigations and health inquiries.</p>	<p>Four panel* meetings a month, plus two meetings of the full committee 7 NCCMs</p>
<p><b>Patient Relations Committee</b></p> <p>The Patient Relations Committee advises Council regarding the patient relations program, which enhances relations between practitioners and patients. It also deals with preventing and handling matters relating to sexual abuse of patients by practitioners.</p>	<p>One to three times per year 1 NCCM</p>
<p><b>Quality Assurance Committee</b></p> <p>The Quality Assurance Committee develops and maintains the Quality Assurance program. It supports continued competence and encourages continuing professional development of practitioners.</p>	<p>Four times a year 3 NCCMs</p>
<p><b>Registration Committee</b></p> <p>The Registration Committee provides guidance to Council on matters concerning registration, examinations and in-service training required prior to registration.</p>	<p>Monthly panel* meetings, plus three to four meetings a year of full committee 1 NCCM</p>
<p>*The Discipline, ICRC and Registration Committees all operate using panels comprised by interchanging committee members. <b>Note also that for the Discipline Committee, contested hearings may require multiple-day attendance i.e. between 3-5 days at a time.</b></p>	