

PROFESSIONAL COMMITTEE APPOINTEE (PCA) – APPLICATION GUIDE

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

At the beginning of each Board year, the statutory and standing committees of the College are established.

In order to ensure that the College has high quality individuals who understand the role and mandate of the College, all PCAs are asked to review this Guide prior to completing the Application Form.

THE ROLE OF A PROFESSIONAL COMMITTEE APPOINTEE

The role of Appointees is to make themselves available, prepare appropriately, attend and actively and respectfully participate in all meetings, hearings or other activities, such as panels of the statutory committees.

Specific Responsibilities

Appointees are expected to:

- Comply with the Code of Conduct, schedule B of the [College By-law](#).
- Demonstrate a Duty of Care which requires that Board Directors exercise the same care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Duty of Care requires Board Directors to take appropriate steps so that they can make sound, informed decisions.

This duty includes:

- 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 adopting an objective approach to decision making.
- Being Ethical – using College resources appropriately, being aware of the facts (e.g., reading the materials on a particular matter).
- Being cognizant of and declaring Conflicts of Interest (e.g. financial, adjudicative, and organizational).
- Demonstrate accountability to the public through decision making that is grounded in the public interest.
- Understand and support the respective roles and responsibilities of the Board, Committees and staff.
- Maintain constructive, collaborative and mutually respectful relations with others.
- Conduct themselves both in person and on all social media in a manner that upholds their fiduciary duty to the College, and act as an ambassador of the OCP.
- Acquire knowledge of policies and procedures, including relevant legislation, strategic directions and the Board values.
- Participate in orientation, training and education offered.
- To make decisions as a collective group and hold joint responsibility for decisions and actions taken by the Board or Committee, even in their absence.

To help you further understand the role of an Committee Appointee, please review the [College Objects](#), [By-laws](#), [Code of Ethics](#) and [Code of Conduct](#) for Board Directors and Committee Appointees.

COMMITTEE DESCRIPTION AND MEETING FREQUENCY

The table below provides a brief description of the duties of the Committees, the minimum number of PCA 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 prior to the meeting to allow time for review.

Committee	Frequency of meetings and Minimum number of PCAs required
Accreditation - <i>considers matters relating to the operation of community and hospital pharmacies in Ontario and also reviews issues relating to pharmacy assessments conducted by the College where the pharmacy has failed to comply with the requirements.</i>	1 full day meeting of the committee a year; 4 full day panel meetings; 6 teleconferences (one hour) 3 (or more) PCAs
Drug Preparation Premises (DPP) - <i>considers all matters relating to the operation of DPPs in Ontario (DPP members also sit on the Accreditation Committee).</i>	Two to three times a year (coordinated with Accreditation Committee meetings) 3 (or more) PCAs
Discipline - <i>hears allegations of professional or proprietary misconduct.</i>	Annual commitment can be between 10 and 30 days per year. Approx. 100 pre-hearing meetings and 35 hearings a year are heard by panels*; plus two meetings a year of the full committee 10 or more PCAs
Fitness to Practise – <i>considers incapacity matters referred by the Inquiries, Complaints and Reports Committee.</i>	Approx. 2 full day hearings a year are heard by panels*; plus 1-2 meetings a year of the full committee 2 (or more) PCAs
Inquiries, Complaints and Reports (ICRC) – <i>oversees all investigations into a practitioner’s conduct, competence and capacity. Also oversees all complaint investigations, Registrar’s investigations and health inquiries.</i>	4 full day panel* meetings a month; plus 2 full day meetings a year of the committee 10 (or more) PCAs
Patient Relations – <i>advises the Board regarding the patient relations program which enhances relations between practitioners and patients. It also deals with preventing and handling matters related to sexual abuse of patients by practitioners.</i>	2 to 3 full day meetings per year 2 (or more) PCAs
Quality Assurance – <i>develops and maintains the Quality Assurance program which supports continued competence and encourages continuing professional development of practitioners.</i>	12 panel* meetings a year (one hour teleconference); plus 2 full day meetings a year of the full committee 5 (or more) PCAs
Registration - <i>provides guidance to the Board on matters concerning registration, examinations and in-service training required prior to registration.</i>	2 full day meetings a year of the committee; Monthly panel* meetings (approximately 1 hour) 5 (or more) PCAs

* Note that the Discipline, ICRC, Quality Assurance and Registration Committees all operate using panels comprised by interchanging committee members. **Note also that for the Discipline Committee, contested hearings may require multiple-day attendance i.e. between 3-5 days at a time.**



TERM, EFFECTIVE DATE AND ORIENTATION

PCAs serve a **one-year term** which starts at the beginning of each Board year i.e. the first meeting following the election. A Committee Orientation will be provided at the first meeting of the committee.

REMUNERATION AND EXPENSES

When they are on official College business, Directors and Committee members, and participants in working groups and task forces, other than Public Directors, will be paid and/or reimbursed for expenses in accordance with a [policy](#) made by a resolution of the Board.

WHO MAY APPLY FOR THE POSITION OF A PROFESSIONAL COMMITTEE APPOINTEE?

To be eligible for appointment as a professional committee appointee, registrants must meet the eligibilities as set out under the [By-laws](#) (Article 11.1.2).

- you hold a valid Certificate of Registration as a pharmacist or as a pharmacy technician
- you either practise or reside in Ontario
- you are not in default of payment of any fees prescribed in the By-laws
- you have not been found to have committed an act of professional misconduct or to be incompetent by a panel of the Discipline Committee
- you are not the subject of any disciplinary or incapacity proceeding
- you are not currently charged with or have been found guilty of an offence under the Criminal Code (Canada) or the Controlled Drugs and Substances Act (Canada)
- you are not and have not engaged in conduct unbecoming a committee member
- your Certificate of Registration has not been revoked or suspended in the six years preceding the date of the appointment
- your Certificate of Registration is not subject to a term, condition or limitation other than one prescribed by regulation
- you have not been disqualified from serving on the Board or a committee within the six years immediately preceding the appointment
- you do not have a conflict of interest in respect of the Committee to which you are to be appointed
- you are not the Owner or Designated Manager of a pharmacy that, within the six years immediately preceding the appointment, has undergone a re-inspection, as a result of deficiencies noted in an initial inspection, for a third time or more after the initial inspection; and
- you have not been employee, officer or director of a Professional Advocacy Association within the last three (3) years

WHO TO CONTACT IF YOU HAVE QUESTIONS

You may contact the College by email at boardofdirectors@ocpinfo.com.

HOW TO APPLY

Visit the College's [recruitment website](#) and download and complete the application and then upload the application and your resume **by June 25, 2021**.