NON-COUNCIL COMMITTEE MEMBER – APPLICATION GUIDE

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 required 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. Page 2 of this guide provides more information on each committee.

To be eligible for appointment as a non-council committee member (NCCM), practitioners must meet the requirements as set out under the By-laws (Article 7.6). These requirements are also set out in the Application Form.

In order to ensure that the College has high quality individuals who understand the role and mandate of the College, all NCCMs are asked to review this Guide prior to completing the Application Form. Having suitable and skilled committee members can also help avoid reputational harm to the College and to the individual.

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 regulate the pharmacy sector in the public interest.

Your fiduciary duties also include:

- **Being Diligent** – i.e. being prepared for meetings, reviewing materials, arriving on time and participating in discussion
- **Being Respectful** – i.e. 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** – i.e. 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 the 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 help you 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.
**Committee Description and Meeting Frequency**

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.

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<thead>
<tr>
<th>Committee</th>
<th>Frequency of meetings and Minimum number of NCCMs required</th>
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<tr>
<td>Accreditation - 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.</td>
<td>Approximately six times a year 2 NCCMs</td>
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<td>Drug Preparation Premises (DPP) - considers all matters relating to the operation of DPPs in Ontario (DPP members also sit on the Accreditation Committee).</td>
<td>Two to three times a year (coordinated with Accreditation Committee meetings) 2 NCCMs</td>
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<td>Discipline - hears allegations of professional or proprietary misconduct.</td>
<td>Approximately twenty-five hearings a year, heard by panels*, plus three meetings of the full committee 5 NCCMs</td>
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<td>Fitness to Practise – considers incapacity matters referred by the Inquiries, Complaints and Reports Committee.</td>
<td>One to two times a year 1 NCCM</td>
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<td>Inquiries, Complaints and Reports (ICRC) – oversees all investigations into a practitioner’s conduct, competence and capacity. Also oversees all complaint investigations, Registrar’s investigations and health inquiries.</td>
<td>Three panel* meetings a month, plus two meetings of the full committee 7 NCCMs</td>
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<td>Patient Relations – advises Council 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.</td>
<td>One to three times per year 1 NCCM</td>
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<td>Quality Assurance – develops and maintains the Quality Assurance program which supports continued competence and encourages continuing professional development of practitioners.</td>
<td>Panel* meetings four to six times a year, plus two to three meetings a year of the full committee 3 NCCMs</td>
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<td>Registration - provides guidance to Council on matters concerning registration, examinations and in-service training required prior to registration.</td>
<td>Monthly panel* meetings, plus two to three meetings a year of full committee 1 NCCM</td>
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* 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
NCCMs serve a **one-year term** which starts at the beginning of each Council year i.e. at the September Council Meeting. An Orientation will be conducted by the Chair of the Committee to which you are appointed.

RENUMERATION AND EXPENSES
The College recognizes that although the NCCMs’ time is volunteered and is therefore unpaid, members choosing to serve on a Committee should not be out of pocket for costs incurred. NCCMs will therefore be paid an expense allowance of $300 for each day when out of the community in which they reside or $165 for each day when in the community in which they reside when on College business. As well, reasonable expenses for travel will be reimbursed. For more details, refer to the **By-laws** (Article 6).

WHO MAY APPLY FOR THE POSITION OF A NON-COUNCIL COMMITTEE MEMBER?
You are eligible for appointment to a Committee if, on the date of the appointment:

- 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 are not the subject of any disciplinary or incapacity proceeding
- 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 Council 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 are not an employee, officer or director of a Professional Advocacy Association or, if you are such an employee, officer or director of a Professional Advocacy Association, you give an undertaking to resign from such position upon being appointed

WHO TO CALL IF YOU HAVE QUESTIONS
You may contact Ms. Ushma Rajdev, Council and Executive Liaison in the Registrar’s Office by email at council@ocpinfo.com

HOW TO APPLY
Fill in this **Application Form**, ensure that all sections have been completed, and submit your application form by **July 31, 2018** to council@ocpinfo.com.