

## **Committee Description/Purpose**

The Advisory Committee on Neurodiagnostics oversees the CPSA's accreditation program for neurodiagnostic facilities; for private facilities as defined in CPSA by-laws and for public facilities through contract with Alberta Health Services. Through the development of evidence based standards and monitoring facility compliance with those standards, the Committee promotes high standards of medical practice in diagnostic facilities.

## **Membership and Tenure**

### **Membership:**

Membership considers expertise, geographic location, urban versus rural and public versus private representation. Members who serve by virtue of their position, serve as long as they fill that position. The Chair is selected from the membership and appointed by the Medical Facility Accreditation Committee (MFAC). In the absence of the Chair, an alternate will be selected from the members present. All voting members are registered health professionals responsible to their respective professional regulatory body for their competence, their standards of practice and their conduct.

Membership is comprised of 9 voting members and 3 non-voting members and includes:

- Neurologists
- Other qualified physician specialists that hold CPSA approval to interpret neurodiagnostic tests
- Neuro-ophthalmologist (recognized in Neurodiagnostic Visual Evoked Potentials)

### **-OR-**

An individual with a PhD degree with training in Neuro-ophthalmology Visual Evoked Potential Diagnostics which is acceptable to Council

Non-Voting Members:

- Assessment Coordinators

### **Tenure:**

Committee members are appointed by MFAC for an undefined term.

### **Roles and Responsibilities:**

The Committee considers all issues related to the provision of neurodiagnostic services including electroencephalography (EEG), electromyography/nerve conduction studies (EMG), evoked response (EP), and vestibular testing. Those issues include, but are not restricted to, the following:

1. Develop and maintain evidence based standards/guidelines for neurodiagnostic practice;
2. Provide advice to MFAC on pending decisions relating to the provision of neurophysiological services;
3. Monitor compliance with CPSA approved standards through on-site assessments for accreditation;
4. Assess physicians' qualifications and preparedness to interpret neurodiagnostic studies against CPSA approved training requirements for EEG, EMG and EP;
5. Provide education to promote safety and quality improvement initiatives;
6. Facilitate of the introduction of new services;
7. Respond to the needs of stakeholders for improved neurodiagnostic services in Alberta.

### **Powers and Duties (Accountability):**

The Advisory Committees report to and provide direction to MFAC who is accountable to Council.

The CPSA retains a copy of the minutes of the meeting for a minimum of 10 years.

## **Meetings**

### **Frequency:**

Meetings are held two times a year and at the request of the Chair. Additional meetings may be called as required.

### **Procedures:**

Meetings are in-person or teleconference at the discretion of the CPSA/Chair.

### **Decision Making (Quorum):**

General decisions are reached by consensus of the members present. Decisions supported by motions require that a minimum of half of the voting members are in attendance in-person or by audio or video-conference. The Chair is included in the quorum count. The Chair does not vote, except in the event of a tie; the Chair will cast the deciding vote.

**Records of the Committee:**

Meeting minutes are made available to all Committee members within 14 business days of an Advisory Committee Meeting via the CPSA secure SharePoint site. CPSA Council does not approve the minutes from the Committee meetings, however if a Council member wishes to see the minutes, the minutes can be provided to them. The Medical Facility Accreditation Committee reports to College Council on its activities after each meeting.

**Confidentiality:**

All written materials and discussions related to decisions made at the meetings of the Committee are confidential except that information deemed necessary to communicate the decision to stakeholders.

All Committee members are required to sign confidentiality agreements on an annual basis.