

# Terms of Reference Advisory Committee on Non-Hospital Surgical Facilities

**Approved: December 2021**

## Committee Description/Purpose

The Advisory Committee on Non-Hospital Surgical Facilities oversees the CPSA's accreditation program for non-hospital surgical facilities (NHSFs) as defined in CPSA by-laws. 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.

All voting members are registered health professionals responsible to their respective professional regulatory body for their competence, their standards of practice and their conduct.

The Chair is selected from the membership and appointed by the Medical Facility Accreditation Committee. In the absence of the Chair, an alternate will be selected from the members present.

It is the responsibility of the Chair to represent the Committee (either in person or virtually) for any appeals of Committee decisions that are made to MFAC.

Membership is comprised of a minimum of 9 voting members and 6 non-voting members.

For voting members, representation includes but is not limited to the following:

- Anesthesiologists
- Dermatologists
- General Surgery (Ad Hoc)
- Gynecologists
- Infection Control Specialist (Registered Nurse)
- Operating Room Consultant (Registered Nurse)
- Ophthalmologists
- Oral Surgeon(s) (Alberta Dental Association & College representative-Ad Hoc)
- Orthopedics
- Plastic Surgeons
- Psychiatry
- Urology (Ad Hoc)

Non-Voting Members:

- Assessment Coordinators

### **Committee Attendance:**

Committee members who fail to attend three consecutive meetings will be contacted by the Assistant Registrar to discuss their committee membership including potential removal from the committee.

### **Tenure:**

Committee members are appointed by MFAC for the following terms:

Chair – Three year term with the option of a one year extension

Voting members – Five year term with the option of a one year extension

## **Roles and Responsibilities**

The Committee considers all issues related to the provision of surgical and anesthesia services within these facilities. These issues may include, but are not restricted to the following:

1. Develop and maintain evidence based standards and guidelines for anesthetic and surgical care in NHSFs;
2. Provide advice to MFAC on pending decisions relating to the provision of services in NHSFs;
3. Inspect and audit the medical practices in NHSFs to ensure that medical services provide safe and effective patient care;
4. Provide advice to promote safe and effective practices in NHSFs;
5. Provide education to promote safety and quality improvement initiatives;
6. Assess physicians' qualifications for privileges in NHSFs;
7. Inspect and audit of business practices in NHSFs to the extent necessary to ensure compliance with relevant CPSA by-laws.

## **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 five (5) times a year and at the request of the Chair. Other additional ad hoc meetings may be called as required.

**Procedures:**

Meetings are held in-person or virtually, 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 20 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.