

Recruitment & Appointment Policy: Accreditation Committees

		Policy Number	AC.RAP.25.001
Effective Date	January 1, 2026	Review Period	Every 3 years
Date of Last Review	December 3, 2025	Policy Owner	Assistant Registrar, Accreditation

1.0 Purpose

To ensure transparent, fair, and ethical recruitment of members to CPSA Accreditation Committees and to safeguard committee integrity through clear conflict-of-interest management.

2.0 Scope/Application & Authorities

This policy is in accordance with CPSA Bylaws (Section E (CPSA Officials, Statutory Committees and Tribunals)). This policy applies to all CPSA accreditation committees, including but not limited to the Medical Facilities Accreditation Committee (MFAC) and any related committees, panels or groups. It applies throughout the course for tenure for any members (e.g., physicians, non-physicians, public representatives) who are appointed, reappointed or renewed.

3.0 Principles

Appointments to CPSA committees, panels and groups must reflect transparency and impartiality, free from undue influence or real or perceived conflicts of interest. Members must demonstrate commitment to CPSA’s Code of Conduct, including integrity, professionalism, and fairness. All participants are expected to adhere to behavioural expectations consistent with the CPSA Committee Member Attestation of Behavioural Expectations (enclose upon finalization).

4.0 Conflict of Interest (COI) Requirements

4.1 Disclosure

4.1.1 All prospective and current committee and panel members must complete a Conflict-of-Interest Declaration Form as part of their appointment and once annually thereafter. Disclosures must include financial or business interests in any CPSA-accredited facility, employment, consulting, or ownership relationships with regulated facilities or their affiliates, and family or close personal ties that may influence impartiality. In addition, employment by or receiving financial remuneration from such a facility must also be disclosed.

4.2 Disqualification Criteria

4.2.1 Individuals are ineligible for committee service if they currently have, or have had within the past 12 months, a financial, ownership, or contractual interest in a facility accredited by CPSA. *Please note, contractual interest here does not refer to employment within a facility.* This implements a one-year

cooling-off period following termination of such interests before re-eligibility for committee appointment will be considered.

4.3 Ongoing Duty to Declare

- 4.3.1 Committee members must immediately disclose new conflicts (real, potential, or perceived) that arise during their term and recuse themselves from deliberations or decisions where a conflict exists, subject to the Committee Chair's direction.

5.0 Required Documentation

5.1 All candidates must submit the following documents:

- 5.1.1 CPSA Committee Member Attestation of Behavioural Expectations (signed)
- 5.1.2 Conflict of Interest Declaration Form
- 5.1.3 Confidentiality Agreement
- 5.1.4 Curriculum Vitae or Professional Background Summary.

The Attestation form confirms adherence to CPSA's Code of Conduct, professional behaviours and ethical expectations.

6.0 Appointment Process.

- 6.1 Screening – CPSA reviews applications and disclosures for eligibility and conflicts.
- 6.2 Selection – Qualified applicants are recommended to the relevant committee and approver, as applicable, for approval.
- 6.3 Orientation – All appointed members must complete orientation, including a review of documentation under 6.0 (i.e. 6.1.1 – 6.1.3).

7.0 Enforcement

Failure to disclose a conflict, or breach of behavioural expectations, may result in:

- Immediate removal from the committee;
- Referral for investigation or disciplinary action;
- Future ineligibility for committee service.

8.0 Review and Reporting

This policy will be reviewed every three years, or sooner if directed by the Registrar, to ensure compliance with updated governance and/or legislative standards.