

Committee Descriptions

Committee	Responsibilities	Frequency of Meetings	Notes
Inquiries, Complaints and Reports	<ul style="list-style-type: none"> • Considers matters of alleged professional misconduct, incompetence and/or incapacity • Decides what action, if any, is required. 	6-8 half-day meetings per year (Generally every other month)	<ul style="list-style-type: none"> • Preparation for panel meetings – ½-1 day • Meeting material provided 2 weeks before the meeting • Each case is presented by a panel member • The panel aims to reach a decision through consensus
Patient Relations	<ul style="list-style-type: none"> • Administer the Patient Relations Program, which incorporates measures for preventing and dealing with the sexual abuse of clients by registrants • Administer the Sexual Abuse Prevention Plan including: <ul style="list-style-type: none"> ○ Educational requirements for registrants ○ Guidelines for the conduct of registrants with clients ○ Training for CDHO staff ○ Provision of information to the public • Ensure there are measures to inform the public about the importance of oral health and the responsibilities of RDHs • Manage the Funding for Therapy/Counselling Program and the Supplementary Supportive Fund 	At least one meeting per year (Generally virtual for 1-2 hours)	<ul style="list-style-type: none"> • Preparation for meetings – ½ day • Meeting material provided 2 weeks before the meeting • If applications for funding are referred to the Committee, members will review applications and supporting documentation to determine eligibility in keeping with the Code, regulations, and the Policy

COMMITTEE DESCRIPTIONS

Committee	Responsibilities	Frequency of Meetings	Notes
Quality Assurance	<ul style="list-style-type: none"> • Sets selection criteria for participation in QA assessment • Appoints Peer Assessors / Peer Coaches • Makes dispositions following an assessment (e.g. remediation, further assessment) • Approves policies/guidelines related to QA assessments 	Every 6-8 weeks	<ul style="list-style-type: none"> • Preparation time varies by meeting, depending on the number and type of files to be reviewed • Meeting material provided 2 weeks before the meeting
Registration	<ul style="list-style-type: none"> • Assesses and decides on applications referred by the Registrar in a manner that is consistent, fair and reasonable. • Ensures that applicants meet the requirements as set out in the Registration Regulation. • Oversees entry-to-practice requirements to ensure that they are transparent, objective, impartial and fair. • Approves registration policies and certain courses/assessments. 	3-5 meetings per year (Generally virtual for 30-60 minutes)	<ul style="list-style-type: none"> • Preparation time varies by meeting, depending on the number and type of files to be reviewed. • Meeting material provided 2 weeks before the meeting. • The chair will appoint a panel of at least three Committee members to review referrals from the Registrar.
Governance Committee (Non-Statutory Committee)	<ul style="list-style-type: none"> • Assists Council with timely collection and collation of relevant governance data for inclusion in the CPMF report. • Makes recommendations to Council regarding processes for evaluating Council's effectiveness (including a third-party review) • Regularly reviews the performance of the Council as a whole and evaluates the contribution of individual Council and Committee members 	As required	