

Terms of Reference: Practice Review Committee:

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Sub – Category: Practice Review Committee	Amended:
Last Review Date:	Next Review Date:

Purpose

The Practice Review Committee of the College may:

- On its own initiative, and shall, at the request of the Health Disciplines Board, conduct a review of the practice of a midwife
- After a review, provide advice and make recommendations to the midwife as to the practice of midwifery by that midwife
- Inquire into, report to and advise the College with respect to:
 - The assessment and development of educational, experiential and practice standards
 - The evaluation of standards of competence of midwives generally, and
 - The practice of midwifery generally

Members/Composition

The Practice Review Committee is composed of:

- Three (3) Registered Midwives, each of whom:
 - Is a volunteer Midwife appointed by the Council
 - Holds current Alberta Registration without restrictions
 - Is in good standing with the College
 - Has practiced in Canada for a minimum of three years full time
 - Has been the principal midwife at a minimum of 100 births in Canada
- Chair - Appointed by the Council
- President of the College is an Ex-Officio member

The Role and Responsibility of the Committee Chair

- The Chair's role is to Facilitate the meeting or conference call
- Encourage the committee members to provide their thoughts, but keeps the meeting on track to get through the agenda
- Provides leadership to assure that the committee charge is met
- Mentors the Chair-elect to ensure continuity to the next program year.

The Role and Responsibility of the Committee

- Receive and review concerns of a practice-related nature according to the guidelines approved by Health Disciplines Board
- Work with midwives to resolve any problems identified of a practice-related nature
- Conduct periodic and random practice audits
- Participate actively in all meetings and conference calls but do not monopolize the discussions.
- Respect different points of views
- Respect time limits
- Ask for clarifications when needed
- Provides written or verbal feedback on issues or documents under discussion by the committee
- Serve as a spokesperson for issues related to work of the committee in an effort to assist members in understanding committee decision.

All information and topics discussed and debated within this committee is privileged information and should remain confidential within the group.

Term and Removal of Committee Member

- The Committee's term will normally be three (3) years. Each term will alternate so that a few team members overlap from year to year to ensure knowledge transfer and consistency.
- A member on the committee may serve for no more than two (2) consecutive terms.
- If there is a conflict of interest the College Council may remove a Committee member before the expiration of such committee's term by Special Resolution and may or may not elect a replacement member to serve for the balance of the removed committee's term.
- If a member chooses to resign from the committee, unless there are extenuating circumstances, there must be a notice of 3mths.

Reporting

The Chair of the Practice Review Committee will provide the Registrar with periodic written reports at least twice yearly and an annual report to the Council.

Jurisdiction

The Practice Review Committee's jurisdiction is outlined in section 11 "Practice Review" of *Midwifery Regulation*, Alberta Regulation 328/1994, and revisions in Alberta Regulation 106/2011.

Governance

The Committee makes decisions by consensus; if this is not possible then the issue is referred to Council with the lack of consensus noted. Council has final approval.

Quorum

The minimum number of people who must be present to make a judgment, or conduct business is called a Quorum. Quorum will be a minimum of 50% of the Committee.

Communications / Meetings

Communication within the team shall be by email, telephone/video conference and / or face-to-face meetings.

Timing of the meetings will be as adaptable as possible to meet the demands of our working lives. In very rare circumstances that a mandatory meeting is required, members must find coverage for their workload.

Frequency of meetings shall be a minimum of 4 meetings per year and more if required.