



## TERMS OF REFERENCE – Fitness to Practise Committee

### Purpose

To review the investigation report from the Complaints Committee where indications are that a member may be “incapacitated” or found to be “unfit to practise” for reasons of physical or mental impairment. Should the member be found not fit to practise, recommendations for rehabilitation or suspension of their practising membership will be referred to the Registrar.

### Responsibilities

The Fitness to Practise Committee engages in a peer review process similar to that of the Complaints Committee. In simpler language, they provide their insight and guidance in the investigation and review of a suspected “fitness to practise” by determining “what would a reasonably prudent member do in the same circumstances.”

The Registrar may refer a matter involving the capacity of a member directly to the Fitness to Practise Committee if all of the following apply:

- a) There are concerns about a member’s capacity;
- b) It is in the public interest to do so;
- c) Information received by the Registrar about the member does not allege fact that, if proven, would reasonably be regarded as professional misconduct or professional incompetence;
- d) The member consents.

Once the Fitness to Practise Committee receives an Investigation Report from the Complaints Committee they will review the material and determine what alternate remedy will best assist with determining the underlying issues leading to the original complaint. Whether the issue is professional in nature and may be best be addressed through education and/or retraining or whether there are medical or psychological issues that need to be addressed. A course of action will be determined and provided to the member. The member must consent to participate in the proposed course of action for this to proceed.

If the member does not consent or at a later date withdraws his consent to work with the Fitness to Practise Committee, the Fitness to Practise Committee may refer the matter back to the Complaints Committee.

### Composition

- Chair, elected by the Committee members
- Committee members: three to five members, ideally made up of the following:
  - A practising community pharmacist
  - A practising hospital pharmacist
  - A practising licensed community pharmacy technician (\*once we have a substantial number of pharmacy technician members)

- A practising licensed hospital pharmacy technician (\*once we have a substantial number of pharmacy technician members)
- A health care provider with mental health training/expertise (i.e. pharmacist, RN, RN/NP or Psychiatric Nurse)

The Committee may engage the College Field Officer/Investigator to assist with any investigation.

### **Quorum**

- A quorum of the Fitness to Practise Committee is a majority of its members.

### **Meetings**

- Meetings will be scheduled by the call of the Chair.

### **Term of Office**

- Members are to be appointed by the Registrar for a three-year term, which is renewable one time.

### **Staff Resource**

- Deputy Registrar (Secretary)
- Field Officer/Investigator (Investigative Support)

Questions?  
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