



Inquiry Committee

Terms of Reference

Mandate:

To review the results of investigations about Opticianry practice and the conduct of College Members, and to dispose of complaints according to the provisions of the legislation.

Membership:

The committee consists of 5 members: 1 appointed board member, 1 elected board member and 3 registrants.

Nature of Committee Work:

Review reports of investigations, relevant documentation, health records, Member's responses, complainants' submissions.

Decide how to dispose of the complaint and prepare reasons for decision. Deliver cautions to members where appropriate. Review cases for possible informal resolution giving direction to the College Staff as to the appropriate action. Direct staff regarding the drafting of undertakings with Members. Approval of undertakings. The committee may decide that the matter does not warrant further action or may attempt to resolve the matter informally.

Reporting Relationships:

The Committee makes independent decisions within its mandate, and prepares regular and annual reports to the Board.

Time Commitment:

At least 4 meetings a year

Staff Support:

Registrar and Manager of Inquiry.

Legal Support:

General legal counsel and prosecutor provide advice as needed.

Resource Materials:

- Committee Correspondence
- Committee Resource Materials Binder

Statutes:

- BC Health Professions Act, 1996
- Opticians Regulations, 2002
- COBC Bylaws, 2006
- Standards of Practice, 2004

There are funds available for training relating to the nature of the Committee's work, and members are encouraged to submit their training proposals to the Board of Directors for approval.