

Premises Inspection Committee Terms of Reference



Authority

The Premises Inspection Committee is a standing committee constituted by the CPSO By-laws. [CPSO By-Laws, s. 9.1.1]

Mandate, Duties and Powers

The Premises Inspection Committee shall administer and govern the College's premises inspection program, referred to as the Out-of-Hospital Premises Inspection Program, in accordance with Part XI of Ontario Regulation 114/94 (the "Regulation"). The purpose of the Out-of-Hospital Premises Inspection Program is to ensure that out-of-hospital premises (as defined in the Regulation) comply with its Standards.¹

The Premises Inspection Committee's duties shall include, but not be limited to:

- ensure adequate inspections and re-inspections are conducted as authorized under the Regulation;
- review premises inspection reports and other material referred to in the Regulation and determining whether premises pass, pass with conditions or fail an inspection;
- specify the conditions that shall attach to each "pass with conditions" rating and where applicable, "fail" rating;
- review adverse event reports and take appropriate action;
- deliver written reports as required under the Regulation; and
- establish or approve costs of inspections and re-inspections and ensure the Registrant or Registrants performing the procedures on the premises are invoiced for those costs. [CPSO By-Laws, s. 9.4.2]

The Premises Inspection Committee informs the Board of Directors (the Board) on policy and program implementation issues including recommending or reviewing periodic changes to the Out-of-Hospital Premises Inspection Program Standards.

Reporting

The Premises Inspection Committee reports to the Board.

¹ <https://www.cpso.on.ca/en/Physicians/Your-Practice/Accreditation-Programs/Out-of-Hospital-Premises-Inspection-Program>

Composition

The Premises Inspection Committee is composed of Registrants who perform specific types of procedures provided in Out-of-Hospital premises, and may, but need not, include Public Directors. The number of members on the Premises Inspection Committee shall be determined by the Board annually to meet the needs of the Out-of-Hospital Premises Inspection Program [CPSO By-Laws, s. 9.4.1].

Term of Appointment

The term of office of each Premises Inspection Committee member is three years and automatically expires at the third Annual Organizational Meeting of the Board² which occurs after the appointment or at such earlier time as the Board specifies in the appointment. [CPSO By-Laws, s. 7.6.2] The maximum number of years that a member may serve on the Premises Inspection Committee is nine years. [CPSO By-Laws, s. 7.6.2]

Chair

The Chair of the Premises Inspection Committee is a member of the Committee appointed by the Board. The term of the Chair is up to two years.

Meetings

- The Premises Inspection Committee will meet at least two times per year for Policy/Business meetings, at the call of the Chair.
- Panels of the Premises Inspection Committee will meet as required, at the call of the Chair, based on the number of inspection-assessment or adverse event reports needing review or on the urgency of identified issues arising from an inspection-assessment or adverse event.
- Meetings of the Premises Inspection Committee (including panel meetings) may, at the discretion of the Chair, be held in any manner that allows all the persons participating to communicate with each other simultaneously and instantaneously. [CPSO By-Laws, s. 7.7.8]
- Members of the Premises Inspection Committee are expected to regularly attend and actively participate in meetings (including panels to which they are assigned).
- The Chair, or their appointee for this purpose, will preside over meetings of the Premises Inspection Committee (including panel meetings). [CPSO By-Laws, s. 7.7.6]

² The Annual Organizational Meeting is the Board meeting that takes place between November 1st and December 14th of each year. [CPSO By-Laws, s. 6.1.1(a)]

- The Chair, or their appointee, is responsible for recording the meeting deliberations in writing (i.e. minutes). The minutes will be reviewed by the Chair and then in the case of business and policy meetings, circulated to the Committee members, and in the case of panel meetings, circulated to those panel members. [CPSO By-Laws, s. 7.7.9-7.7.11]

Quorum

A majority of the members of the Premises Inspection Committee constitutes a quorum [CPSO By-Laws, s. 7.7.5].

Panel Meeting

The quorum for a panel meeting is three members of the Premises Inspection Committee. [CPSO By-Laws, s. 9.4.3]

Policy/Business Meeting

A majority of the members of the Premises Inspection Committee constitutes a quorum. [CPSO By-Laws, s. 7.7.5]

Decision-Making

Questions or motions before the Premises Inspection Committee may be decided by a majority of the votes cast at the meeting (including the presiding officer at the meeting). If there is an equality of votes, the question is deemed to have been defeated. [CPSO By-Laws, s. 7.7.7]³

Compensation

Committee members who are Registrants are compensated for committee work and travel time, and are reimbursed for expenses incurred in the conduct of committee business, in accordance with section 12.1 of the CPSO By-Laws.

Committee members who are Public Directors appointed by the Lieutenant Governor in Council are compensated by the Minister of Health for expenses and remuneration as determined by the Lieutenant Governor in Council. [HPPC, s. 8]

³ For example, where there are only three Committee members present, a majority of the votes is two.

Committee Staff Support

The Premises Inspection Committee will receive administrative support from the staff within the Accreditation Team. Administrative support includes scheduling meetings, preparing and distributing meeting materials, and assistance with organization and notice of each meeting.

Declaration of Adherence

Each member of the Premises Inspection Committee must sign a Declaration of Adherence in the form provided by CPSO, which requires committee members to comply with, among other things, conflict of interest, confidentiality obligations and CPSO policies.