



## Infection Prevention and Control (IPAC) Committee

### Terms of Reference

#### Purpose

The purpose of the IPAC Committee is to advise the Council on the appropriate standards for the prevention of transmission of infectious disease; including the cleaning, disinfecting and sterilizing of medical instruments (hereinafter referred to collectively as “infection prevention and control”) in a registered practitioner’s office or clinic and to ensure the uniform implementation of those standards.

The IPAC Committee may monitor and inspect the fixtures, equipment and procedures for infection prevention and control in a registered practitioner’s office or clinic.

The IPAC Committee shall establish, develop and administer an ongoing program of review and assessment of infection prevention and control practices in registered practitioners’ offices and clinics.

#### Roles and Responsibilities

The IPAC Committee shall:

- a. advise Council regarding the minimum standards for infection prevention and control in a registered practitioner’s office or clinic;
- b. monitor and ensure the fixtures, equipment and procedures for infection prevention and control in registered practitioners’ offices and clinics is in accordance with the standards established by the Council;
- c. assess the educational background, qualifications and ongoing experience of both registered practitioners and personnel assisting those registered practitioners in the infection prevention and control practices in the registered practitioner’s office or clinic;
- d. educate registered practitioners and personnel assisting those registered practitioners on the minimum standards for infection prevention and control in registered practitioners’ offices and clinics;
- e. report to the Council on its activities and programs of assessment at such times and in such manner as the Council may from time to time direct.

If the IPAC Committee determines that there is a deficiency in the infection prevention and control practices of a registered practitioner, the IPAC Committee shall report in writing to the registered practitioner the deficiency to be corrected within a prescribed period of time.

Should the IPAC Committee determine that a registered practitioner has failed to correct the deficiency within the prescribed time period, the IPAC Committee shall forthwith forward to the Registrar a complete record of the assessment conducted, a copy of its report to the registered practitioner and the result of any review or re-assessment.

### **Membership, Chair and Tenure**

The IPAC Committee shall be composed of not more than 9 members all of whom shall be appointed by the Council.

The IPAC Committee members and the Chair of the IPAC Committee shall be appointed in accordance with section 24(1) to (3) of the Bylaws.

Subject to the direction of Council and this Bylaw, the IPAC Committee shall conduct its business in such manner and may adopt and vary such programs and forms as it sees fit.

The IPAC Committee may, from time to time, appoint one or more of its members or consultants as assessors or as a sub-committee with particular expertise in the services provided in a registered practitioner's office or clinic and delegate to such persons so appointed the authority to conduct an assessment of the infection prevention and control practices in that registered practitioner's office or clinic.

There shall be paid to members of the IPAC Committee and consultants retained by them such fees for attendance and such reasonable traveling expenses as may be fixed by Council.

### **Referral to Investigation Chair**

The IPAC Committee shall refer a matter to the Investigation Chair when it is of the opinion that the conduct of a registered practitioner should be subject to review pursuant to section 46(2) of the Act, or has failed to comply with a requirement of the Bylaws.

### **Reporting to the Registrar**

The IPAC Committee shall report to the Registrar, as soon as possible, any situation where the IPAC Committee, a sub-committee or consultant of the IPAC Committee knows or has reason to suspect the existence of a nuisance or a threat that is or may be injurious or dangerous to the public health.

### **Meetings**

Meetings are held quarterly and at the request of the Chair. Additional meetings may be called as required.

## **Decisions**

Decisions are reached by consensus of the members present.

## **Accountability**

The IPAC Committee will report to Council.

The College will retain a copy of the minutes of the meeting for a minimum of 10 years.

## **Confidentiality**

All written materials and discussions related to decisions made at the meetings of the Committee are confidential except that information deemed necessary to communicate the decision to stakeholders.

All Committee members are required to sign confidentiality agreements prior to serving on the Committee.