



<b>NAME</b>	Non-Compliance Policy		
<b>TYPE</b>	Quality Assurance – Self-Assessment and Professional Development		
<b>STATUS</b>	Final	<b>VERSION</b>	1
<b>DATE APPROVED</b>	3 November 2017	<b>DATE REVISED</b>	

## Policy Statement

The Quality Assurance (QA) Committee reviews and determines appropriate action for members who are non-compliant with the QA Program's self-assessment and/or professional development requirements.

## Procedure

1. A non-compliant member is defined as:
  - a. A member who has not submitted their Self-Assessment Tool (SAT) and/or Professional Development Plan (PDP);
  - b. A member who has submitted an SAT and/or PDP that is incomplete; and/or
  - c. A member who has submitted a PDP that does not include a minimum of 10 hours of professional development activities.
2. The information of a non-compliant member shall be provided to the QA Committee for decision. The member's information shall include, but is not limited to:
  - a. Member's name, registration number and registration status;
  - b. Year of registration;
  - c. Communications between the College and the member regarding the SAT and PDP, including notices and reminders; and
  - d. Previous history of compliance with the QA Program.
3. The QA Committee will review the information before it and make one of the following decisions:
  - a. If the member is in the General Class of Registration, the QA Committee shall refer the member for a Peer and Practice Assessment;
  - b. If the member is in the Inactive Class of Registration or suspended, the QA Committee shall direct that no further action be taken until the member's status is transferred back to the General Class of Registration or the suspension is lifted, at which time the member shall be referred for a Peer and Practice Assessment; or
  - c. If the individual is no longer a member of the College, the QA Committee shall direct that no further action be taken until the member applies for, and is granted, reinstatement.
4. Once the QA Committee has made a decision regarding a non-compliant member, the member shall be notified in writing within 7 days.

### **Legislative Context**

Section 80 to 83 of the Health Professions Procedural Code, Schedule 2 to the Regulated Health Professions Act, 1991.

Quality Assurance Program Regulation (O. Reg 28/13) of the Traditional Chinese Medicine Act, 2006.