



Advisory Committee on Non-Hospital Surgical Facilities

Terms of Reference

Purpose

The Advisory Committee on Non-Hospital Surgical Facilities oversees the College's accreditation program for non-hospital surgical facilities (NHSFs) as defined in College by-laws. Through the development of evidence based standards and monitoring facility compliance with those standards, the Committee promotes high standards of medical practice in diagnostic and treatment facilities. .

Roles and Responsibilities

The Committee considers all issues related to the provision of surgical and anesthesia services within these facilities, that may include but are not restricted to the following:

1. Develop and maintain evidence based standards and guidelines for anesthetic and surgical care in NHSFs;
2. Assess and audit the medical practices in NHSFs to ensure that medical services provide safe and effective patient care;
3. Provide advice to promote safe and effective practices in NHSFs;
4. Assess physicians' qualifications for privileges in NHSFs;
5. Assess and audit of business practices in NHSFs to the extent necessary to ensure compliance with relevant College by-laws.

Membership and Tenure

Committee members are appointed by the Medical Facility Assessment Committee for an undefined term. Members who serve by virtue of their position, serve as long as they fill that position. Current membership includes:

- 2 Anesthesiologists
- 3 Surgeons
- 1 Infectious Disease Specialist
- 1 Registered Nurse
- 1 Dental Surgeon
- Alberta Dental Association and College (ADA&C)
- College and Association of Registered Nurses of Alberta (CARNA)

Non-Voting Members:

- 3 Assessment Coordinators

Chair

The Chair is selected from the membership and appointed by Council. In the absence of the chair, an alternate will be selected from the members present.

Meetings

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

Decisions

General decisions are reached by consensus of the members present. Decisions supported by motions require that a minimum of half of the voting members are in attendance in-person or by audio or video-conference. The Chair is included in the quorum count. The Chair does not vote, except in the event of a tie; the Chair will cast the deciding vote.

Accountability

The Advisory Committee will report to MFAC.

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