



## Advisory Committee on Clinical Neurophysiology

### Terms of Reference

#### Purpose

The Advisory Committee on Clinical Neurophysiology oversees the College's accreditation program for neurophysiological facilities; for private facilities as defined in College by-laws and for public facilities through contract with Regional Health Authorities. Through the development of evidence based standards and monitoring facility compliance with those standards, the Committee promotes high standards of medical practice in diagnostic facilities.

#### Roles and Responsibilities

The Committee considers all issues related to the provision of neurophysiological services including electroencephalography (EEG), electromyography/nerve conduction studies (EMG), evoked response (EP), sleep medicine and vestibular testing. Those issues include, but are not restricted to, the following:

1. Develop and maintain evidence based standards/guidelines for clinical neurophysiology practice;
2. Monitor compliance with College approved standards through on-site assessments for accreditation;
3. Assess physicians' qualifications and preparedness to interpret neurophysiology studies against College approved training requirements for EEG, EMG and EP;
4. Provide education to promote safety and quality improvement initiatives;
5. Facilitate the introduction of new services;
6. Respond to the needs of stakeholders for improved clinical neurophysiology services in Alberta;
7. Review and audit of the business practices of the facility to ensure compliance with relevance College by-laws.

#### Membership and Tenure

Committee members are appointed by the Medical Facility Accreditation Committee for an undefined term. Membership considers expertise, geographic location, urban versus rural and public versus private representation. Members who serve by virtue of their position, serve as long as they fill that position. Current membership includes:

- 6 Neurophysiologists
- 1 Physical Medicine & Rehabilitation specialist

Non-Voting Members:

- 2 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 approximately two times a year 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 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.