**Quality Assurance Committee**

**March 5, 2020 at 12:00 pm via Zoom virtual meeting**

**Minutes**

**Present:** Nicole Arsenault Bishop (Registrar), Christine Roherty (Chair), Julia Besner, Brittany Daley, Melanie Lewis-Langille, Josée Gagnon

**Regrets:** Kristin Brown, Monica Brideau
**Note taker:** Christine Roherty (Chair)

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| **Topic** | **Discussion** | **Action** |
| Call to order | Meeting was called to order at 12:02 pm.  |  |
| 1. A) Review and Approval of Minutes of January 20, 2020 meeting
 | No additions or changes  | MOTION: Melanie moved to accept the minutes. SECONDED: BrittanyMOTION CARRIED |
| 1. B) Approval of agenda
 | No additions or changes | MOTION: Brittany moved to accept the agenda as is.SECONDED: JoséeMOTION CARRIED |
| 1. Review of CCP policies
 | Several policies were brought forth for approval by Registrar:* 8.1 ( Quality Assurance – Continuing Competence Program ),
* 8.1.2 (Continuing Competence Program Audit)
* 8.1.3 (Non-participation of Quality Assurance Program),
* 8.3 (Request for Extension of Submission of CCP),

The addition of two new policies:1. Request for Extension of Continuing Completence Program Portfolio for Audit
2. Evaluation of Continuing Competencies program CCP Portfolio
 | MOTION: Brittany moved to accept changes to policy 8.1 SECONDED: JoséeMOTION CARRIEDMOTION: Josée moved to accept changes to policy 8.1.2SECONDED: MelanieMOTION CARRIEDMOTION: Melanie moved to accept changes to policy 8.1.3 SECONDED: BrittanyMOTION CARRIEDMOTION: Josée moved to accept changes to policy 8.3. SECONDED: BrittanyMOTION CARRIEDMOTION: Melanie moved to accept addition of the new policy “Requests for Extension of CCP Portfolio for Audit” SECONDED: BrittanyMOTION CARRIEDMOTION: Josée moved to accept the addition of the new policy “Evaluation of Continuing Competencies program CCP Portfolio SECONDED: BrittanyMOTION CARRIED |
| 1. Audit form review
 |  The Audit form review was deferred and will be considered for virtual vote when available for review. | Deferred |
| 1. Discussion on addition of Insulin Adjustment Certification to approve CCP learning
 | Still waiting on feedback from lawyer. Will be consider for virtual vote when available for review.  | Deferred |
| 1. CCP email Questions
 | Christine has logged into email and is currently monitoring email submission and has requested assistance from QA Committee when support with questions is needed.  |  QA members will be asked to support the answering of emails when beyond the Christine’s capacity or if language barriers exist, as in French questions.  |
| 1. QA Committee Recruitment
 | New QA Committee members are needed to support audit and provide French support for francophone submission.  | Josée to send an email out to French RD contacts in hopes of recruiting new members for the May 2, 2020 audit. Nicole will send an email to Stephanie Ward in hopes of recruitment for May 2, 2020 Audit.  |
| 1. Adjournment
 | Upcoming face to face audit meeting will be on Saturday, May 2nd. Start time at 8:30 am. | Josée made a motion to adjourn the meeting at 12:58 pm |