

Complaints Investigation Committee Terms of Reference

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| Policy Section: Governance Process | Policy Number: GP-4.6 | Approved By: Council |
| Regular Council Policy Review Frequency: | Date Approved: August 24, 2001 | Date Reviewed/Revised: September 13, 2019 |

Mandate/Purpose:

The Complaints Investigation Committee is a Statutory Committee of CRNM which investigates complaints and, where the committee considers appropriate, resolves them informally and/or makes any other decisions as set out in the relevant legislation. Note: This is not a CRNM Council Committee. It is appointed by Council.

Responsibilities and Products:

The responsibilities of this Committee are fully described in Part 6 of The Registered Nurses Act and Part 8 of The Regulated Health Professions Act.

Composition (Positions):

The Complaints Investigation Committee will be comprised of:

1. At least five (5) registered nurses (who are not on the College Council).
2. At least four (4) public representatives.
3. At least one third of Committee Members must be members of the public.

The Committee is appointed by the full Council.

The Council appoints from the Committee two RN members of the College to serve as Co-Chairs.

Quorum:

Quorum is made up of three members of the Committee; at least one-third of whom must be public representatives.

Term:

The term is for three years. No more than two consecutive terms are permitted.

An individual's term may be extended to the Council meeting immediately following the expiration of their term as determined by the Committee Chair.

Authority and Reporting:

As set out in Part 6 of *The Registered Nurses Act* and Part 8 of *The Regulated Health Professions Act*. The Complaints Investigation Committee is independent and reports its findings to the CEO/Registrar.

Staff Support:

The Committee is supported by the Manager of Professional Conduct and related administrative staff of the College.



College of
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Meeting Schedule:

Meetings are held as necessary at the call of the Committee Chairs.

References

The Registered Nurses Act

The Regulated Health Professions Act.