



COLLEGE AND ASSOCIATION OF NURSES of the Northwest Territories and Nunavut

Quality Assurance Program Committee

Terms of Reference

The Nursing Profession Act states in Section 29(3)(4) that the College and Association of Nurses of the Northwest Territories and Nunavut (CANNN) shall establish a Continuing Competency Program (CCP) and requires mandatory compliance as part of the registration requirements.

To align with national standards, CANNN will be transitioning from the existing CCP to a Quality Assurance (QA) Program in 2026.

Purpose

Patient safety is at the heart of nursing. As the nursing regulator in the Northwest Territories and Nunavut, CANNN's role is to ensure nurses are maintaining their knowledge and skills throughout their careers so the public receives safe, quality nursing care. One way we do this is through a QA program. QA is a process where nurses are required to reflect on their practice, identify gaps in their knowledge and take action to fill those gaps. CANNN supports this process by providing tools and resources to assist nurses in completing their annual QA requirements.

QA is important because it keeps nurses accountable in making sure they are staying up to date with the evolving health care environment, changes in nursing scope of practice, increasing client care needs and advances in health care technology.

Committee Membership Structure

The QA Program Committee is an ad hoc committee created to review the current CCP and develop an evidence-based QA Program based on best practices. The QA Program committee will be composed of all the following persons appointed by the Chief Executive Officer and the Director of Quality Practice:

- At least two Registered Nurses (RN); one from each Territory
- At least two Registered Psychiatric Nurses (RPN); one from each Territory
- At least two Nurse Practitioners (NP); one from each Territory
- At least two Licensed Practical Nurses (LPN); one from each Territory
- The Director of Quality Practice

The task of recording and disseminating meeting minutes will be assigned on a rotational basis between all committee members.

Director of Quality Practice:

- Conducts the business of the meeting
- Provides input for the agenda prior to the meeting
- Coordinates and plans meetings
- Provides the meeting agenda
- Provides information to the Committee
- Maintains confidential minutes/documentation

Criteria for Committee Membership

For a registrant of the College to be eligible for Committee membership, the member must hold a license in good standing with the College at the time of appointment.

The Chief Executive Officer and Director of Quality Practice will be voting members of the committee.

All potential members must submit an application along with two letters of reference which will be reviewed and considered by the Board.

The Board appoints members of the Committee based on interest, ability, and availability.

Duration of Term and Eligibility for Reappointment

Committee members are appointed for the duration of the project, which shall be concluded no later than August 31, 2025.

If a Committee member who is a registrant of the College has a complaint filed against them, they shall recuse their membership on the Committee.

Quorum

A quorum of the Committee shall consist of 50% + 1 Committee member and may include the Chief Executive Officer and the Director of Quality Practice.

All decisions require the vote of the majority of the Committee members in attendance

Meetings:

- Meetings will be conducted monthly or as required by the Chief Executive Officer and/or Director of Quality Practice
- Attendance may be in person or via Microsoft Teams
- Urgent matters may be dealt with via email and/or telephone in a confidential manner