

# Accredited College Bylaw



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# Preamble

**Prior to making this Bylaw, the Minister must be provided with a copy of the proposed Bylaw for review, and Council must review and consider any comments made.**

## PART A - ACCREDITATION OF THE COLLEGE

### Article 1 - Definitions

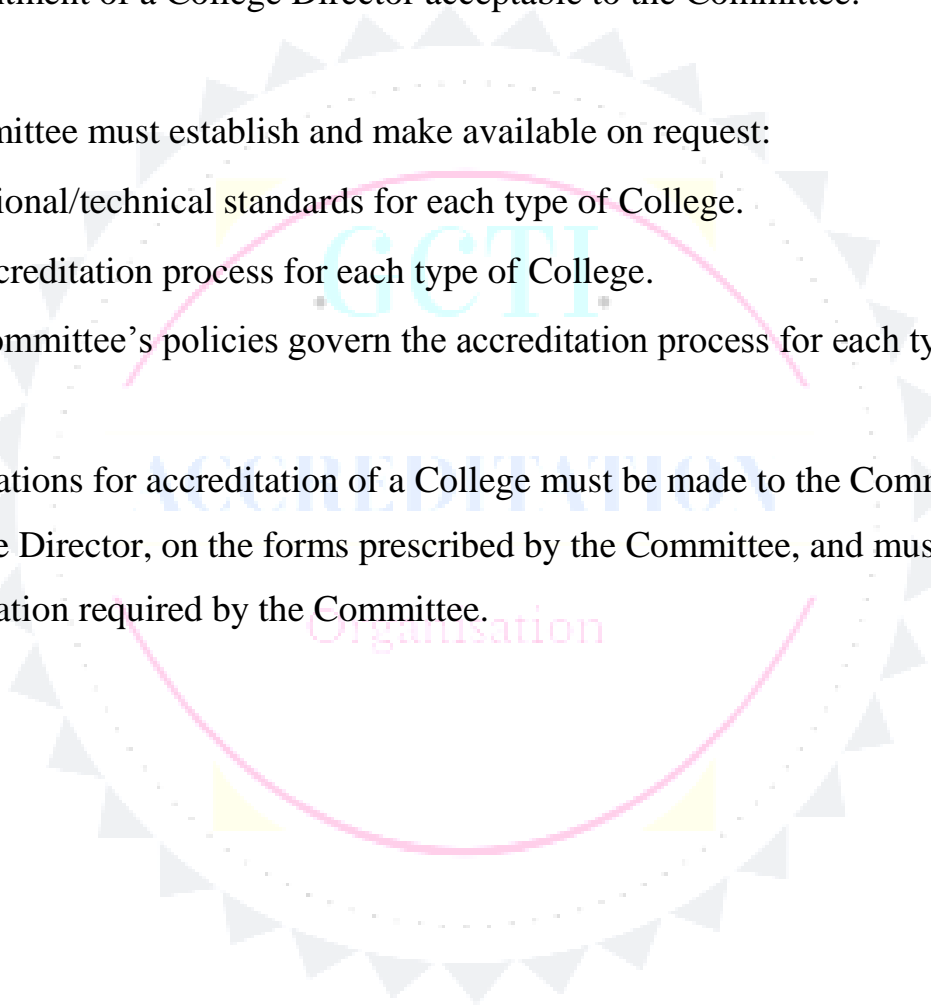
In this Part A of this Bylaw:

1. “**Accreditation**” means a review process conducted by the accreditation Council to determine whether the College being reviewed meets the standards specified by the Council.
2. “**Certificate of accreditation**” means a certificate issued under this Part of the Bylaw.
3. “**College Director**” means a physician appointed as a director of a College in accordance with this Part of the Bylaw and whose credentials are acceptable to the Committee.
4. “**Standards**” means the operational/technical standards approved by the Committee for facilities.

### Article 2 - College Accreditation

1. A College is required to obtain accreditation before it offers any services to the public.
2. Accreditation of a College must be:
  - a. Except in the case of a College, for a specific address or address.
  - b. For the fixed period of time determined by the Committee, to a maximum of 5 years.

- c. For the procedures specified with the certificate of accreditation.
  - d. In the case of a site, the College must provide a current mailing address for the owner.
3. Prerequisites to full accreditation of a College pursuant to this By-law are:
- a. Compliance with the relevant standards; and
  - b. Appointment of a College Director acceptable to the Committee.
4. The Committee must establish and make available on request:
- a. Operational/technical standards for each type of College.
  - b. The accreditation process for each type of College.
  - c. The Committee's policies govern the accreditation process for each type of College.
  - d. Applications for accreditation of a College must be made to the Committee by the College Director, on the forms prescribed by the Committee, and must contain the information required by the Committee.



# Accreditation Process

1. The accreditation process will include:

Completion of a pre-inspection questionnaire by the College Director;

- a. In inspection by one or more persons, with knowledge of the College's work, designated by the Committee;
- b. Review of the College's compliance with standards;

2. On completion of the accreditation process, the Committee may:

- a. Grant a full accreditation and issue a certificate of accreditation to a College if the Committee is satisfied that the College has met all the requirements of Part A of this Bylaw and there are no identified deficiencies;
- b. Grant conditional accreditation to a College with identified deficiencies and specify the date it will expire if the identified deficiencies are not corrected;
- c. Deny accreditation pending correction of identified deficiencies in accordance with our Bylaw.
- d. Withdraw any existing accreditation.

3. Where an inspection is conducted as part of the accreditation process, and deficiencies are observed, the Committee must issue a report of the inspection and must provide a copy of the report to the applicant.

## **Full Accreditation**

Where a College fully complies with the relevant standards, the Committee will grant full accreditation and will specify with the certificate of accreditation the procedures for which the College is accredited.

## Accreditation Not Granted

Where accreditation is not granted, the Committee must provide written notice of its decision and the reasons thereof and information on the right of appeal to the Executive Committee.

## Conditional Accreditation

1. Where a College does not fully comply with the relevant standards, but the Committee is of the opinion that it is in the public interest to permit the College to operate while it corrects specified deficiencies, the Committee may grant conditional accreditation.
2. Where conditional accreditation is granted, the Committee must:
  - a. Provide written notice of its decision and the reasons thereof and the information on the right of appeal to the Executive Committee.
  - b. State in its decision a fixed deadline for the College to comply with all relevant standards and for the College Director to provide written confirmation of compliance to the Committee.
  - c. State in its decision whether a follow-up inspection must occur before a full accreditation may be granted.
3. The Committee may extend the deadline for compliance with standards if, in its sole discretion, the Committee deems it appropriate to do so.
4. Where a College with conditional accreditation has not complied with the conditions of accreditation within the time frame fixed by the Committee, the Committee may:
  - a. Extend conditional accreditation.
  - b. Direct an inspection.

- c. Withdraw the conditional accreditation and if the College is publicly owned, report the matter to a government with the request that the government requires the College to cease operation.
5. If the Committee is of the opinion that the College is unsafe, it must request the Registrar to notify the public of the deficiencies and prohibit members from using the College.

## **Accreditation Status Review**

1. Accreditation status may be reviewed at the discretion of the Committee.

## **Temporary Accreditation**

1. Temporary accreditation may be granted for the continued operation of a College, if the College is already accredited, in circumstances which the Committee deems appropriate, pending the completion of the re-accreditation process.

## **The role of a College Director During the Accreditation**

1. College directors and personnel who are subject to the accreditation process must cooperate fully, which includes but is not limited to:
  - a. Permitting the inspectors to enter the College and inspect the premises and all the equipment located therein.
  - b. Permitting inspectors to inspect all the records pertaining to the provision of services and providing copies of the same if so requested.
  - c. Providing requested samples or copies of any material.
  - d. Answering questions posed by the inspectors as to the procedures or standards of performance relating to examinations/procedures performed.

## **Article 3 – Maintenance of Accreditation**

1. In order to maintain accreditation, a College must:
  - a. Comply with the relevant standards.
  - b. Perform only the procedures permitted according to the College's certificate of accreditation.
  - c. At all reasonable times, be open for investigation and inspection by the Committee, with or without notice of the Committee's intention to inspect.
  - d. Cooperate with and participate in the inspection process approved by the Committee for its type of College.
2. During the currency of full or conditional accreditation, the Committee may direct an inspection for monitoring compliance, if the Committee believes that:
  - a. A College may not meet the relevant standards and
  - b. An inspection would be in the public's best interest.

## **Article 4 – The Renewal of the Accreditation**

1. In order to renew accreditation, a College must re-apply for accreditation at least six months prior to the expiration date of the existing accreditation.

## **Article 5 – Variance or Withdrawal of Accreditation**

1. A College may apply at any time to vary its accreditation.
2. If the Committee is of the opinion that the College may be unsafe, the Committee must review the College's accreditation and may take such steps with respect to the College's

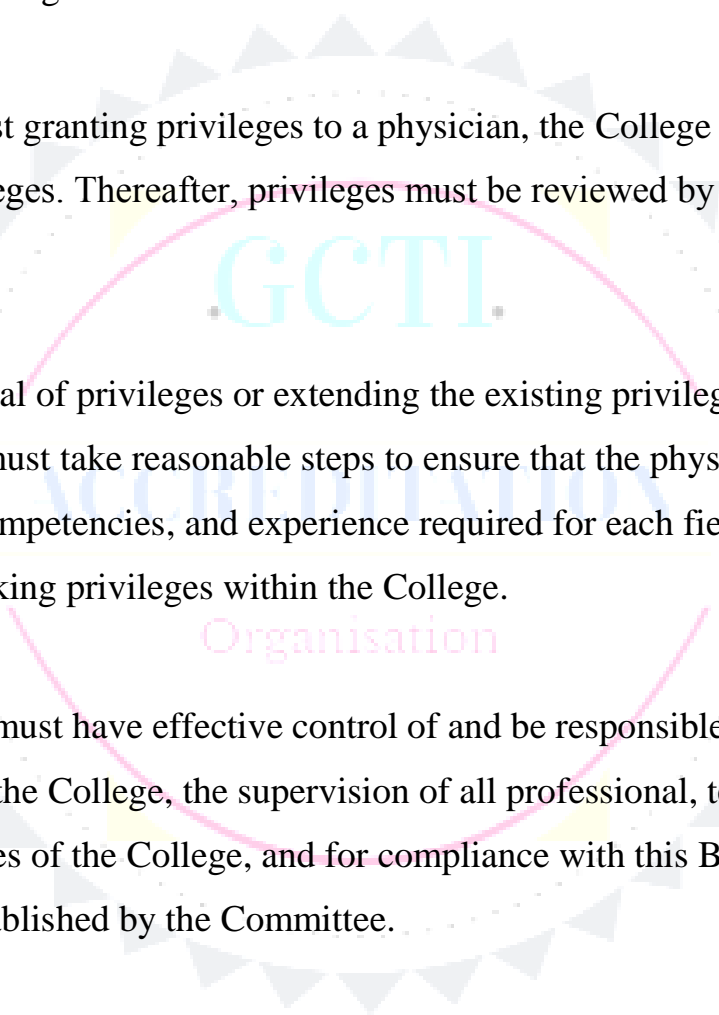


accreditation as the Committee deems appropriate in the circumstances, including withdrawing accreditation and if the College is publicly owned, report the matter to government with the recommendation that the government requires the College to cease operation. If the Committee believes that the College is unsafe, it must request the Registrar to notify the public of the deficiencies and prohibit members from using the College.

3. Where a College is no longer providing student services, the Committee may withdraw the College's accreditation
4. The Council may withdraw accreditation in accordance with the Bylaw.

## Article 6 - A College Director

1. A College must have a College Director.
2. A College Director must be a physician whose credentials are acceptable to the Committee.
3. The Committee must establish and make available on request the qualifications for College Directors in each type of College.
4. The College Director is responsible for granting privileges to any physician who wishes to work for the College and notifying the Committee of the physicians who are granted privileges. Before granting privileges to any physician a College Director must:
  - a. Define in writing the qualifications and competencies required in order to obtain privileges in each field of practice.

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- b. Obtain written confirmation that the applicant is registered and licensed to practice medicine in Manitoba.
    - c. Obtain full particulars of the applicant's education, training, competencies, and experience.
    - d. Take reasonable steps to ensure that the applicant has the education, training competencies, and experience required and that the applicant is otherwise a suitable candidate for privileges.
  5. Within one year of first granting privileges to a physician, the College Director must review that physician's privileges. Thereafter, privileges must be reviewed by the College Director at least every two years.
  6. Before granting renewal of privileges or extending the existing privileges of any physician, the College Director must take reasonable steps to ensure that the physician has the education, training, competencies, and experience required for each field of practice for which he or she is seeking privileges within the College.
  7. The College Director must have effective control of and be responsible for the safe operation and administration of the College, the supervision of all professional, technical, and administrative activities of the College, and for compliance with this Bylaw and with the relevant standards established by the Committee.
  8. Without limiting the generality of the foregoing, the College Director must:
    - a. Have access to all records and documents relating to the operation of the College and the procedures performed therein.
    - b. Communicate with any College under his/her direction a minimum of once per year.

- c. Ensure that quality management system requirements and improvement programs are in place.
  - d. Ensure that the College has current up-to-date policies and manuals as required by the standards for that College.
  - e. Ensure that the complete and accurate student records and documentation relating to the operation of the College and procedures performed are kept.
  - f. Ensure that no procedure is carried out in the College unless it is permitted by the certificate of accreditation.
9. Ensure that technologists have the qualifications as provided by the trained from an accredited:
- a. Ensure that persons who provide services to the College maintain competence to perform the procedures for which the College is accredited.
  - b. Ensure that the work referred out of the College is performed by persons with appropriate qualifications and competence to perform the work.
  - c. Promptly notify the GCTIA Council of any change in the ownership or directorship of the College.
  - d. Promptly notify the GCTIA Council if the College is no longer providing student services.
  - e. Where applicable, be available for consultation with referring physicians.
  - f. Promptly notify the Committee if there is a major change in the following:
    - Equipment.
    - The accredited list of the courses
  - g. Ensure that the marks and the transcriptions of all the students are recorded.
  - h. Ensure that adequate quality assurance and improvement programs are in place.

10. The College Director must submit to the GCTIA Council such information as required by the Committee.

## **Article 7 - Appeal**

1. The College or a member may appeal any decision of the Committee to the Executive Committee by filing a written notice of appeal with the Registrar within thirty calendar days of being informed of the decision. The notice of appeal must specify the reasons for the appeal.

## **Article 8 - Fees**

1. A privately-owned College shall pay all expenses, charges, and fees incurred by the GCTIA Council in respect of the accreditation or inspection of the College and the administration of Part A of this Bylaw.

## **Article 9 - Transition**

2. A College that holds accreditation at the time this Bylaw comes into force continues to hold that accreditation status under this Bylaw in accordance with the terms of that accreditation.
3. A College that has not undergone the accreditation process will be notified in writing by the GCTIA Council that it is exempt from the requirement of accreditation set forth in this Bylaw until the inspection process for that College is complete and a report is issued, but the College must cooperate with the GCTIA Council for the timely completion of its accreditation process in accordance with this Bylaw.

4. A person who holds a College Directorship at the time this Bylaw comes into force continues to hold that status under this Bylaw.



# Thank

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