

## POLICY

# Diagnostic Accreditation Program Governance

## Purpose

This document describes the legal status and governance of the Diagnostic Accreditation Program (DAP) of British Columbia.

The College of Physicians and Surgeons of British Columbia (CPSBC) has been granted legislated authority under section 25 of the *Health Professions and Occupations Act (HPOA)*

- (3) A designation regulation made under this section may include regulations as follows:
- (a) requiring or authorizing a board of a regulatory college to make bylaws respecting diagnostic, surgical, treatment or other prescribed types of facilities in which one or more designated health professions are practised, including bylaws
    - (i) establishing or adopting accreditation standards, and
    - (ii) providing for the inspection of facilities to determine if facilities meet, and continue to meet, accreditation standards

And as per section 13-41 (1) of CPSBC's Bylaws "A facility must have a certificate of provisional or full accreditation to provide any procedure set out in schedule H."

## Governance

CPSBC's Board (the board) is governed by the *HPOA*, and associated regulations and CPSBC's Bylaws. The board is comprised of physicians, and public representatives who are appointed by the Minister of Health. The board must govern, control and administer the affairs of its college in accordance with the *HPOA*, the Regulations and the Bylaws. The board is responsible for setting strategic direction, developing policies and providing oversight of CPSBC's performance.

The board establishes committees made up medical professionals and members of the public that administer the affairs of CPSBC, ensuring a well-balanced and equitable approach to regulation. One of these committees is the Diagnostic Accreditation Program Committee (the DAPC), which reports to the board.

## Committee structure and function

The DAPC consists of at least six persons appointed by the board, including a pathologist, a medical imaging specialist and another licensee who performs diagnostic services, a person recommended by one or more of the health authorities in British Columbia, a person recommended by the Ministry of Health, and at least two representatives of the public.

The registrar or delegate and a Ministry of Health Services representative attend meetings as non-voting members. The scope and responsibilities of the DAPC is set out in section 13-40 of the Bylaws.

The DAPC is responsible for administering the DAP, determining application and certificate of provisional and full accreditation decisions, establishing accreditation standards and processes, determining whether a certificate of provisional or full accreditation should be suspended, revoked or subject to limits and conditions, and providing recommendations to the board regarding DAP Bylaws, including the setting of fees.

The registrar may appoint advisory working groups to assist it in its work, such as the expert advisory committees used to develop and provide recommendations on standards (see [Appendix A: DAP Organizational Structure](#)).

## Mission, vision and values

CPSBC has a legislated duty to serve and protect the public. CPSBC's overriding interest is the protection and safety of patients.

### DAP's vision:

Quality health care together.

### CPSBC's mission statement:

Serving the public by regulating physicians and surgeons.

### CPSBC's values:

DAP understands that its integrity as an accreditation body is based on ensuring that its delivery of services and accreditation decisions are consistent with CPSBC values of being transparent, objective, impartial, and fair.

CPSBC embeds these values in the agreements and processes that guide the DAPC, staff and assessors in the support of diagnostic service accreditation.

## Responsibility

Role	Responsibility
Board	<ul style="list-style-type: none"> <li>Developing and maintaining Terms of Reference for the DAPC</li> <li>Delegating authority to the DAPC</li> <li>Appointing members to the DAPC</li> </ul>

Role	Responsibility
Chief Operating Officer	<ul style="list-style-type: none"> <li>• Approving contracts for consultants and peer assessors</li> </ul>
DAPC	<ul style="list-style-type: none"> <li>• Administering the Diagnostic Accreditation Program</li> <li>• Determining whether to grant initial applications, renewal applications, and amendment applications for certificates of provisional and full accreditation</li> <li>• Establishing accreditation standards and processes for DAP which support and promote the delivery of quality and safe services in accredited facilities</li> <li>• Assessing, monitoring, auditing, evaluating, and investigating facility compliance with the requirements of these Bylaws, including accreditation standards and processes established for DAP</li> <li>• Determining whether a certificate of provisional or full accreditation should be suspended, revoked or subject to limits and conditions</li> <li>• Providing recommendations to the board regarding these Bylaws, including the setting of fees, for DAP</li> </ul>
Advisory working groups	<ul style="list-style-type: none"> <li>• Advising and assisting with the development of standards</li> <li>• Recommending adoption of accreditation standards to the DAPC</li> </ul>
Registrar/ Deputy Registrar,	<ul style="list-style-type: none"> <li>• Appointing advisory persons or groups to assist the DAPC</li> <li>• Overseeing all matters of accreditation in accordance with the <i>Health Professions and Occupations Act</i> and CPSBC's Bylaws</li> <li>• Overseeing budget performance</li> <li>• Overseeing the development and maintenance of effective DAP accreditation and performance standards, structure, procedures, and guidelines to ensure the delivery of high-quality diagnostic services</li> </ul>

Role	Responsibility
Director, Accreditation Programs	<ul style="list-style-type: none"> <li>• Developing policies relating to the operation of DAP</li> <li>• Supervise the finances of DAP</li> <li>• Document the duties, responsibilities and authorities of accreditation personnel</li> </ul>
Managers, DAP	<ul style="list-style-type: none"> <li>• Supervise the implementation of policies and procedures</li> <li>• Ensure assessors with the necessary expertise and credentials to meet the needs of DAP are available for facility assessments</li> </ul>
Assessors	<ul style="list-style-type: none"> <li>• Maintain current knowledge of DAP's standards and assessment practices</li> <li>• Provide assessment services in an ethical and impartial manner adhering to the <i>Assessor Code of Conduct</i></li> </ul>

## Related documents

DAPC Terms of Reference

## References

1. Terms of Reference: Diagnostic Accreditation Program Committee, College of Physicians and Surgeons Board Governance Policy Manual, revised November 2021.
2. International Organization for Standardization. Conformity assessment – general requirements for accreditation bodies accrediting conformity assessment bodies. Geneva: International Organizations for Standardization; 2017. ISO/IEC 17011:2017(E).
3. Director, Diagnostic Accreditation Program Position Description, College of Physicians and Surgeons of British Columbia.
4. Deputy Registrar DAP, NHMSFP, PPEP Position Description, College of Physicians and Surgeons of British Columbia.
5. CPSBC Bylaws, *Health Professions and Occupations Act*, SBC 2022 Chapter 43.

## Appendix: DAP organizational structure

