Department of Dentistry
Clinical Operations Committee
Composition and Terms of Reference

1. Composition
   1.1 Membership:
       • Chair (Clinic Operations Director)
       • Department Chair (Ex Officio)
       • Director of Dental Hygiene (Ex Officio)
       • Division Head, Integrated Patient Care (Appointed)
       • Assistant Chair, Administration (Appointed)
       • Full Time Academic DH Clinical Program (Appointed)
       • Communications Officer (Appointed)
       • Infection Control Representative (Appointed)
       • Laboratory Lead (Appointed)
       • Dispensary and MM Supervisor (Appointed)
       • Clinical Services Supervisor (Appointed)
       • Graduate/Post graduate clinical supervisor (Appointed)
       • Patient Services Supervisor (Appointed)

   1.2 Terms of Office
       Service on the Clinical Operations Committee is mandated by position description and appointment by the Chair, Department of Dentistry.

   1.3 Attendance
       Members are required to attend 70% of regularly scheduled meetings.

2. Quorum
   The quorum will consist of 8 committee members.

3. Powers
   3.1 The Committee has the power to appoint, from time to time, such Sub Committees that it may deem necessary to aid the Committee in the performance of its duties.

   3.2 The Committee has the power to invite to its meetings, on an ad hoc basis, any individual whose advice or opinion may advance the Committee’s objectives and mandate.
4. **Chain of Responsibility and Communication**

4.1 The Committee shall be responsible to the Department of Dentistry through the Executive Committee and Department Chair.

4.2 The Committee will strive, in its decisions and suggestions, to respect and reflect the standards and protocols as listed by the Faculty of Medicine and Dentistry and Alberta Health Services.

5. **Duties and Responsibilities**

5.1 The Committee oversees tactical planning and implementation of strategic direction provided by the Executive Committee.

5.2 The Committee oversees the day-to-day operations of the dental clinics in the Kaye Edmonton Clinic facility and the simulation lab in the ECHA building.

5.3 The Committee is responsible for all protocols, policies and methodology involving patient care and the delivery of dental services. This includes standard treatment and dental care practices, ethical and professionalism issues, department emergency response protocols and medical management protocols.

5.4 The Committee will interface with the Curriculum Committee to ensure that the clinical programs, treatment delivery and infection control practices are interfacing with and reflected in the curriculum.

5.5 The Committee will interact with the Student Affairs Committee on all pertinent matters of student conduct including, but not limited to professionalism and ethical behavior.

5.6 The Committee with act as a repository for all concerns or complaints involving clinical matters and make every attempt to research all concerns and complaints and provide a satisfactory resolution.

5.7 The Committee will liaise with the University of Alberta Risk Management, where required.

5.8 The Committee will be responsible for ensuring that the current Health Information Act (HIA) legislation is being upheld and ensuring that appropriate practices to ensure patient privacy and provider privacy training are being followed.

5.9 The Committee will oversee the quality assurance program for clinical programs.