

Excerpt from the Bylaws of the Corporation:

## **ARTICLE 11: Other Committees**

1. The Board of Directors may establish such standing and other committees as deemed appropriate, determine the terms of reference and other requirements, and appoint the Chairs and members of these committees.
2. The Chair of each committee:
  - a. Shall be appointed by the Board of Directors
  - b. Must be a member of the Corporation
  - c. Shall be responsible to the President
  - d. Shall keep records and ensure that the President and Board of Directors is informed about committee activities
  - e. Shall be a non-voting Ex-officio member of the Board of Directors (unless the individual is also a voting Director)
  - f. Shall report in writing, and when possible in person, to the Board of Directors at the Annual Scientific Meeting and at other such times as requested by the President
  - g. May be removed at any time by a majority vote of the Board of Directors
3. The members of all committees shall be appointed and may be removed at any time by a majority vote of the Board of Directors
4. Committee members shall receive no remuneration for serving as such but may be entitled to such expenses as determined by the Board of Directors.
5. The terms of reference and responsibilities of each committee shall be determined by the Board of Directors and provided in writing to members of each committee and to any member of the Corporation upon request.
6. Standing committees of the society shall include:
  - a. Standards of practice and patient safety
  - b. Accreditation
  - c. Credentials and certification
  - d. Hyperbaric oxygen treatment
  - e. Diving medicine
  - f. Economics and human resources
  - g. Government liaison, public relations and communications
  - h. Finance
  - i. Membership and organization
  - j. Research
  - k. Education

- l. Equipment, technical and safety management
- m. Annual scientific and business meeting
- n. Nominations, elections and awards
- o. Bylaws and governance

Note: The Board of Directors may establish committees to fulfill any purpose and determine terms of reference for such committees. However, the Board is required to establish those committees designated as Standing Committees by the Bylaws of the Corporation.

#### General terms applicable to all Committees

The following terms apply to all committees within the Corporation and these terms constitute regulations in the Corporation.

1. The Chair of the committee is appointed by the President, subject to confirmation by the Board of Directors, and is accountable to the President. The Chair of each committee must be a member of the Corporation.
2. The members of the committee are appointed by the President or the Board of Directors, in consultation with the committee chair taking into consideration appropriate representation based upon geography and expertise. There is no time or term limit related to membership of a particular committee. However, it is recognized that periodic changes in membership create opportunities for new approaches and contributions by different persons interested in the business of each committee and therefore this will be taken into consideration by the Board of Directors when committee membership is reviewed.
3. The Board of Directors should comprehensively review the membership and chairmanship of all committees periodically at intervals not to exceed three years. In addition, committee membership should be updated or confirmed annually.
4. Committee membership should reflect the bilingual nature of the Corporation.
5. Committee membership should ensure participation of both genders.
6. The Board of Directors may determine the number of members for each committee and vary this number as it sees fit.
7. The President or the Board of Directors may remove the Chair or any member from a committee at any time.
8. The President or an alternate designated by the President who must be a member of the Board of Directors, is an ex-officio member of all committees and must be notified of and invited to attend every committee meeting (but is not required to attend).
9. The Chair of each Standing Committee, or member of the committee chosen by the Chair to act as a substitute, may attend the Board of Directors meeting at the Annual Meeting each year or at other times by invitation, as an Ex-officio non-voting member of the Board.

10. Each committee may appoint particular members of the committee to act as Secretary or to other roles.
11. The immediate past Chair of each committee is encouraged to continue to sit on the committee for a period of at least one year to assist the new Chair and the committee.
12. Committees may conduct their activities electronically or at in-person meetings or other means as they determine. Corporation policy related to electronic meetings must be followed.
13. Each committee may appoint sub-committees comprising members of the committee or other persons, except that other persons are subject to confirmation by the President or the Board of Directors.
14. Each committee may propose the appointment of additional members to that committee, but such individuals shall not be considered members of the committee until approved by the Board. Committee members need not be members of the Corporation.
15. Each committee shall meet at least once every year, normally during the Annual Meeting of the Corporation, and by such other means as determined by the committee.
16. The President or the Board of Directors may at any time require that a committee meet (such a meeting may be conducted electronically) for specific purposes.
17. The Chair or the committee, or a Secretary appointed by the Committee, is required to keep records of all committee proceedings and minutes.
18. Each committee must submit a written report to the Board at the Annual Meeting of the Corporation and at other times as may be determined by the President or the Board. Following each committee meeting the minutes must be prepared promptly and submitted to the President or Secretary for distribution to the Board of Directors.
19. Each member of a committee must consider and declare any actual or potential conflict of interest to both the committee itself and to the Board of Directors.
20. Committees may not expend any funds or enter into any contract or financial agreement without the authorization of the Treasurer.
21. It is recognized that the functions of Standing Committees may change and evolve over time. These Terms of Reference serve as a basic guideline for the functioning of Standing Committees but each committee may adapt as necessary and propose modifications to its own Terms of Reference, subject to approval by the Board of Directors.

Terms applicable to specific committees

## **Standards of Practice and Patient Safety**

**The purposes of the Standing Committee on Standards of Practice and Patient Safety:**

1. To advise the Board of Directors on all matters related to the standards of hyperbaric medicine practice and hyperbaric treatment in Canada.
2. To develop guidelines pertaining to the standards of care and safety procedures expected in hyperbaric treatment facilities encompassing but not limited to:
  - a. Physician and staff training and credentials
  - b. Availability of physicians and other personnel
  - c. Administration and policies
  - d. Education and continuing professional development
  - e. Ethics and professional conduct
  - f. Respect for patient and staff privacy
  - g. Accreditation requirements
  - h. Documentation
  - i. Equipment, supplies, services and medications
  - j. Prevention of cross-infection
  - k. Conduct of physicians and other personnel
  - l. Conduct of hyperbaric treatments
  - m. Other aspects that the committee determines are relevant and important to safe standards of care
3. To submit these guidelines to the Board of Directors for approval
4. To review and update the guidelines at least annually
5. To publish the guidelines and make them available electronically at no charge to members of the Corporation and to the public, health departments, government agencies and others
6. The Board may charge a fee for authorized printed copies of the guidelines
7. The guidelines should be interpreted as the minimum expected standard of care in hyperbaric treatment facilities
8. Since the guidelines will be utilized as a key reference document in the accreditation of hyperbaric treatment facilities the committee must liaise closely with the Standing Committee on Accreditation
9. The committee should also liaise with the Standing Committee on Equipment, Technical and Safety Management
10. The primary focus of the committee shall be the safety, comfort and dignity of patients and hyperbaric personnel and the provision of high quality, appropriate and timely care
11. The work of the committee and the guidelines pertains only to hyperbaric treatment facilities and not hyperbaric facilities used exclusively in diving operations (these latter types of facilities are covered by applicable CSA standards and by the Standing Committee on Diving Medicine)

**Membership of the Standing Committee on Standards of Practice and Patient Safety:**

Members of the committee should be physicians who practice hyperbaric medicine in a treatment facility that treats only conditions approved by the UHMS or the Corporation (at least  $\frac{3}{4}$  of committee

members must be such physicians) and at least one but not more than three Associate Members working in a facility treating only approved medical conditions.

## **Accreditation**

### **The purposes of the Standing Committee on Accreditation include:**

1. Work closely with the UHMS on accreditation of hyperbaric facilities
2. Develop, implement and maintain an accreditation process for hyperbaric treatment facilities in Canada that assesses compliance with:
  - a. Canadian Standards Association requirements for hyperbaric facilities
  - b. Guidelines to the practice of hyperbaric medicine in Canada developed by the Standing Committee on Standards of Practice and Patient Safety and approved and published by the Board of Directors on behalf of the Corporation
  - c. Applicable Canadian legislation, regulations and other policies or rules
  - d. Other provisions necessary to ensure high quality safe treatment
3. Make recommendations to the Board of Directors regarding the Accreditation system
4. Base the accreditation process on that of the UHMS but also adapt this to take account of
  - a. Canadian health care system
  - b. CSA standards
  - c. Corporation's hyperbaric medicine guidelines
5. Ensuring that there are suitable individuals trained to implement the accreditation system approved by the Board
6. Undertake accreditation of hyperbaric treatment facilities in Canada including site assessments as an essential component of the accreditation process
7. Liaise with the National Board of Diving and Hyperbaric Technology in the USA
8. Any fees charged for accreditation services must be approved by the Board
9. Liaise with the Standing committee on Standards of practice and patient safety

### **Membership of the Standing Committee on Accreditation**

1. The committee shall be comprised of physician Regular members and Associate Members who are determined by the Board to be suitable for undertaking the work of the committee in terms of expertise and professional conduct.
2. Committee members must be familiar with relevant CSA standards, the Guidelines to the practice of hyperbaric medicine published by the Corporation, relevant legislation and regulations and the functioning of health care facilities.
3. Members of the committee must not be involved with assessing or decisions regarding accreditation of facilities where they work or where there is the potential for an actual or apparent conflict of interest.

## **Credentials and certification**

**The purposes of the Standing Committee on Credentials and certification include:**

1. The committee may review the training, experience, professional career and performance of individuals at their written request as part of the process for determining compliance with training and certification requirements. The committee may charge a fee for this service.
2. The committee may review the training, experience and credentials of individuals for hospitals or treatment facilities, providing that the individual being reviewed has given written consent and cooperates fully with the review.
3. The committee may review individual members of the Corporation if requested to do so by the Board of Directors or the Standing Committee on Membership and Organization to determine whether or not the member should be considered to be in good standing. Matters pertaining only to non-payment of membership fees should be dealt with by the Standing Committee on Membership and Organization and not by the Credentials and certification committee.
4. Making recommendations to the Board of Directors concerning whether or not an individual member of the Corporation should be considered to be in good standing. Recommendations may include:
  - a. Expulsion or revocation of membership
  - b. Change in category of membership
  - c. Confirmation of good standing
  - d. Further review or external review
  - e. Temporary suspension for specified period of time
5. The committee is responsible for making recommendations to the Board of Directors which must make all decisions regarding denial, revocation, suspension or changes to membership category or status. The committee shall not directly implement any form of discipline or change in membership category or status, but rather refer the findings of the committee on such matters to the Board for decisions.
6. The Board of Directors may, on the recommendation of the committee, request that the UHMS accept changes regarding the membership of an individual.
7. The committee may provide documentation of good standing for individuals. However, any time the committee makes any other finding or requires further investigation the matter must be referred to the Board of Directors. The committee is not authorized to impose changes to the membership status of any individual but rather is responsible for making recommendations to the Board of Directors in this regard.
8. The committee may establish sub-committees related to:
  - a. Physicians
  - b. Technical, respiratory and diving personnel
  - c. Nursing
9. The committee may establish separate sub-committees or impartial panels to undertake reviews of individual credentials.
10. Liaise and cooperate with the Standing Committee on Education

11. Considering any concerns that may be raised with the Corporation regarding individuals involved in hyperbaric treatments
12. The committee may liaise with the Diver Certification Board of Canada but may not overlap or encroach upon the responsibilities of that organization
13. The committee must adhere to confidentiality and privacy legislation and policies of the Corporation.

**Membership of the Standing Committee on Credentials and certification:**

1. The Chair must be a physician Regular Member currently licensed and practicing hyperbaric medicine in Canada.
2. The membership and functioning of the committee must be such as to avoid conflicts of interest.

## **Hyperbaric oxygen treatment**

**The purposes of the Standing Committee on Hyperbaric oxygen treatment include:**

1. Reviewing scientific evidence for the uses of hyperbaric oxygen treatment and making recommendations to the Board and the Standing Committee on Standards of Practice and Patient Safety related to appropriate uses of hyperbaric oxygen treatment
2. Reviewing approved uses of hyperbaric oxygen in other countries and jurisdictions
3. In particular, being familiar with the reports and recommendations of the UHMS with respect to uses of hyperbaric oxygen
4. Forwarding recommendations regarding appropriate uses for hyperbaric oxygen in Canada once these are approved by the Board of Directors to other Standing Committees for dissemination
5. Liaising with the Standing Committees on Research and Education
6. Liaising with the Hyperbaric Oxygen Therapy Committee of the UHMS and similar committees in other countries

**Membership of the Standing Committee on Hyperbaric Oxygen Treatment:**

1. The Chair of the committee must be a physician Regular Member of the Corporation who is licensed and practicing hyperbaric medicine in Canada and who has hospital privileges for hyperbaric treatment in a Canadian hospital.
2. At least two-thirds of the members of the committee must be physician Regular Members of the Corporation who are licensed and practicing hyperbaric medicine and holding privileges for hyperbaric treatment in a Canadian hospital.

## **Diving medicine**

### **The purposes of the Standing Committee on Diving Medicine include:**

1. To advise the Board of Directors on all matters related to diving medicine in Canada.
2. To advise the Board of Directors and other committees on matters related to decompression, medical problems related to decompression and diving or hyperbaric environments, and the treatment of such conditions.
3. The scope of the committee should encompass but not be limited to:
  - a. Standards related to diving medicine physicians
  - b. Training and certification of diving medicine physicians
  - c. Fitness criteria for occupational and recreational divers
  - d. Physiology and medicine related to recreational, commercial, technical and saturation diving
4. Liaising with the Standing Committee on Education regarding training in diving medicine and related fields and with the Standing Committee on Credentials
5. The focus of the committee should include safe diving and treatment of decompression illness, air embolism and other diving-related illnesses and injuries
6. The committee should serve as a forum for communication and cooperation between diving medicine physicians and others interested in the physiology, pathology and medicine of diving and hyper- and hypobaric environments
7. The committee may serve as a source of diving medicine expertise for other organizations and diving professionals such as diver medics and dive instructors.
8. Promoting common standards for fitness criteria and medical examination for fitness for occupational and recreational divers across Canada

### **Membership of the Standing Committee on Diving Medicine**

The membership shall comprise:

1. Physicians with expertise in diving and underwater medicine. This should include diving medicine physicians with experience in medical aspects of a broad range of diving operations including saturation and other types of occupational diving and recreational diving.
2. Scientists and technical personnel with expertise in decompression and diving physiology, technical aspects of diving and the underwater environment
3. A majority of members of the committee must be physician regular members licensed to practice in Canada

## **Economics and Human Resources**

**The purposes of the Standing Committee on Economics and Human Resources include:**

1. Providing a forum for cooperation among physicians related to remuneration for hyperbaric and diving medicine
2. Advising the Board of Directors and the membership on matters related to human resources related to hyperbaric treatment in Canada encompassing all relevant personnel issues:
  - a. Physicians
  - b. Technical and diving personnel
  - c. Respiratory therapists
  - d. Nurses
  - e. Other health care professionals and ancillary personnel
3. Economic issues related to Associate Members should be handled by the Associates section

**Membership of the Standing Committee on Economics and Human Resources:**

1. Members of the committee must be Physician Regular Members licensed to practice in Canada and who work in hyperbaric or diving medicine.
2. Members should represent a broad range of hyperbaric medicine practice in terms of provinces or regions and the type of treatment facilities.

## **Government liaison, public relations and communications**

**The purposes of the Standing Committee on Government liaison, public relations and communications include:**

1. Developing policies and making recommendations to the Board of Directors related to making public statements representing the Corporation
2. Developing and recommending policies related to a Corporation website
3. Overseeing the development and maintenance of a website for the Corporation
4. Develop and review media releases and public policy statements
5. Advising the Board of Directors on matters related to government liaison, public relations and communications

**Membership of the Standing Committee on Government liaison, public relations and communications**

1. The President, Vice-President, and the President-Elect shall all be members of the committee
2. Members of the committee need not be members of the Corporation and specifically the Board may appoint interested individuals who have expertise in communications, government liaison and media relations and who are supportive of the Corporation to serve on the committee

## **Finance**

### **The purposes of the Standing Committee on Finance include:**

1. Overseeing all aspects of the financial administration of the Corporation
2. Assisting the Treasurer of the Corporation
3. Preparing, with the Treasurer, an annual budget and monitoring progress with the budget
4. Advising the Board of Directors on, and undertaking or encouraging efforts to raise funds and strengthen Corporation finances
5. Monitoring compliance with legal obligations of the Corporation related to financial matters
6. The Corporation may establish an Audit Committee but any such committee must be separate from the Standing Committee on Finance
7. Making recommendations to the Board of Directors on financial matters including membership or other fees

### **Membership of the Standing Committee on Finance:**

1. The Treasurer of the Corporation shall be the Chair of the Standing Committee on Finance
2. The remaining members should be Members of the Corporation in good standing, with no restrictions on the type of membership
3. The Board may allow individuals who are not members of the Corporation to sit on the committee in a non-voting capacity (for example an individual experienced in fund-raising) provided they agree in writing to respect the Bylaws and any policies or regulations of the Corporation
4. If an audit sub-committee is established the members should be separate from the Standing Committee on Finance

## **Membership and organization**

### **The purposes of the Standing Committee on Membership and organization include:**

1. Administering the membership of the Corporation and collecting any membership fees
2. Advising the Board of Directors on matters related to membership, recruitment and organization
3. Ensuring adequate communication with the members of the Corporation
4. Making a list of all members available to members of the Corporation when requested to do so
5. Considering the appropriate category of membership applicable to an individual and making recommendations to the Board in this regard. The committee may liaise with the Standing Committee on Credentials and Certification on such matters. The final decision on membership category for individuals shall be made by the Board of Directors. In the event of an appeal by an individual about membership eligibility or category the Board may refer the issues to the Standing Committees on Membership and Organization and on Credentials and Certification.

### **Membership of the Standing Committee on Membership and Organization:**

1. The Standing Committee shall be chaired by the Secretary of the Corporation.
2. Other members are determined by the President or the Board of Directors.
3. When considering questions regarding the granting of Regular Membership a majority of the committee must comprise physician Regular Members.

## **Research**

### **The purposes of the Standing Committee on Research include:**

1. Promoting high quality research related to undersea, diving, hypobaric and hyperbaric medicine in Canada
2. Promoting high quality scientific content at the Annual Scientific meeting and liaising with the Standing Committee on the Annual Scientific and Business Meeting
3. Advising the Board of Directors on all matters related to research including developing and enhancing research capacity in Canada related to the objectives of the Corporation
4. Promoting participation by Canadian facilities in international clinical research and liaising with the Research Committee of the UHMS and other organizations with similar interests as the Corporation
5. Promoting multidisciplinary research involving other specialty medical societies or organizations
6. Promoting consideration by Canadian research granting agencies and organizations of research related to hyperbaric and diving medicine and the other objectives of the Corporation
7. Judging any research competitions within the Corporation at the Annual Scientific Meeting including at the Annual Scientific Meeting
8. Advising the Board of Directors on the establishment of research funding and research grants
9. Advising the Board of Directors on research awards
10. Seeking sources of funding for research related to the objectives of the Corporation
11. Reviewing applications for any research grants that the Corporation may establish and advising the Board of Directors accordingly
12. Promoting research cooperation across Canada related to the objectives of the Corporation, particularly randomized clinical trials

### **Membership of the Standing Committee on Research:**

1. The Chair and members of the committee should have research experience and training.
2. Members of the committee should be chosen for their research interests and a commitment to promoting high quality research in Canada.

## **Education**

### **The purposes of the Standing Committee on Education include:**

1. Developing, promoting the development of, and reviewing the content of educational programs directed towards:
  - a. Undergraduate students in medicine and other health care professions
  - b. Residents in training
  - c. Physicians practicing or intending to practice in diving and hyperbaric medicine
  - d. Physicians who may refer patients for hyperbaric treatment
  - e. Technical personnel
  - f. Nurses
  - g. Respiratory Therapists
  - h. Other personnel
  - i. Members of the public
2. The committee may establish sub-committees for different categories of educational programs if it determines this is appropriate.
3. Developing the applications for physician credentialing by the Royal College of Physicians and Surgeons of Canada or the College of Family Physicians and acting as the applicant on behalf of the Corporation
4. Continuing professional development for physicians and other hyperbaric personnel
5. CPD credits
6. Seek accreditor status from Royal College and College of Family Physicians

### **Membership of the Standing Committee on Education:**

1. The Chair and members of the committee should have or develop expertise related to educational principles and methods, including the use of simulation.

## **Equipment, technical and safety management**

### **The purposes of the Standing Committee on Equipment, technical and safety management include:**

1. Acting as a source of expertise for the Corporation on equipment and technical matters, especially as they pertain to safety

2. Develop the expertise of hyperbaric treatment facilities on
3. Advising the Board of Directors on all matters related to equipment, technical aspects related to safety.
4. Advising and cooperating with the Standing Committee on Accreditation and the Standing Committee on Standards of Practice and Patient Safety
5. Liaising with relevant Canadian agencies (including the Canadian Standards Association), the UHMS, with other appropriate individuals and organizations and advising the Board of Directors accordingly

**Membership of the Standing Committee on Equipment, technical and Safety Management:**

1. The Chair should be an Associate Member of the Corporation with recognized expertise related to hyperbaric chambers and safety management.
2. The members should include the Safety Directors of hyperbaric facilities that the Board of Directors determines should be represented on the committee.
3. The President or the Board may also appoint others, including individuals who are not members of the Corporation, who have expertise that would benefit the work of the committee.

**Annual scientific and business meeting**

**The purposes of the Standing Committee on Annual Scientific and Business Meeting include:**

1. Advising the Board of Directors on all matters related to the Annual Scientific and Business Meeting
2. Making all appropriate arrangements for the conduct of the Annual meeting such as:
  - a. Venue
  - b. Meeting rooms and equipment
  - c. Accommodations
  - d. Refreshments and meals if applicable
  - e. Scientific, educational and academic content
  - f. Issuing a call for submission of research abstracts, posters or presentations
  - g. Determining what research abstracts, posters or presentations submitted to the meeting will be accepted
  - h. Speakers and presenters
  - i. Exhibits
  - j. Social functions
  - k. Issuing notification of the meeting to members
  - l. Notification of other organizations with similar or related purposes whose members may be interested in attending the annual meeting of the Corporation

- m. Determining each year the wishes and educational needs of the membership for the annual meeting
  - n. Any advertising or other notices for the meeting
  - o. Appointment of session chairs, volunteers or staff for the meeting
  - p. Financial arrangements for the meeting
  - q. Continuing professional development credits for the meeting for physicians and associate participants
  - r. Determining any awards or prizes for research, abstracts, posters or presentations
3. The committee must have prior authorization from the Treasurer for all expenditures or contracts that would bind the Corporation

**Membership of the Standing Committee on Annual Scientific and Business Meeting:**

1. The membership of the committee should include:
  - a. The Chair or at least one committee member involved with the immediately preceding Annual Meeting
  - b. At least one member that lives near or is familiar with the current meeting location
  - c. At least one member that will be involved with planned future meetings, including a member that lives near or is familiar with the planned location for the future meeting(s)
2. The membership of the committee may include persons appointed to assist with the meeting but who are not members of the Corporation

**Nominations, elections and awards**

**The purposes of the Standing Committee on Nominations and elections include:**

1. Ensuring that elections within the Corporation are conducted according to the Bylaws and policies of the Corporation and any requirements of Corporations Canada
2. To make recommendations to the Board of Directors regarding the conduct of elections
3. To make recommendations to the Board of Directors regarding Awards to individuals by the Corporation
4. To act as the nominations committee for the Corporation, making recommendations for individuals to fill positions as Officers, Directors and other positions within the Corporation
5. To conduct elections within the Corporation according to the rules and policies adopted by the Board of Directors
6. Such other responsibilities as may be determined by the Board of Directors

**Membership of the Standing Committee on Nominations, elections and awards:**

1. Members of the committee should not normally be a potential nominee for any position or a candidate in any election, or a nominee for any award overseen by the committee. For this reason, members of the committee should not normally be a member of, or a candidate for any Officer position within the Corporation.
2. In the event that any apparent conflict of interest does occur in this regard the Board may require any individual to resign from or temporarily step aside from the Standing Committee on Nominations, elections and awards. Alternately, the Board may decide to appoint an individual to any position within the authority of the Board to do so, in order to prevent a potential conflict of interest.

## **Bylaws and governance**

### **The purposes of the Standing Committee on Bylaws and Governance include:**

1. Reviewing the bylaws, policies, regulations and rules of the Corporation and recommending any appropriate changes to the Board
2. Consulting with members on the suitability of the Bylaws, policies, regulations and rules of the Corporation and the potential need for changes
3. Being familiar with all appropriate legislation, regulations, and policies pertaining to not-for-profit Corporations and any changes or proposed changes and advising the Board of Directors accordingly
4. Preparing amendments to the Bylaws, policies, regulations, rules, or Letters Patent as directed by the Board

### **Membership of the Standing Committee on Bylaws and Governance:**

1. Members of the committee are appointed by the President or Board of Directors.
2. Members must be familiar or become familiar with all applicable legislation, regulations and policies related to not-for Profit federal Corporations in Canada