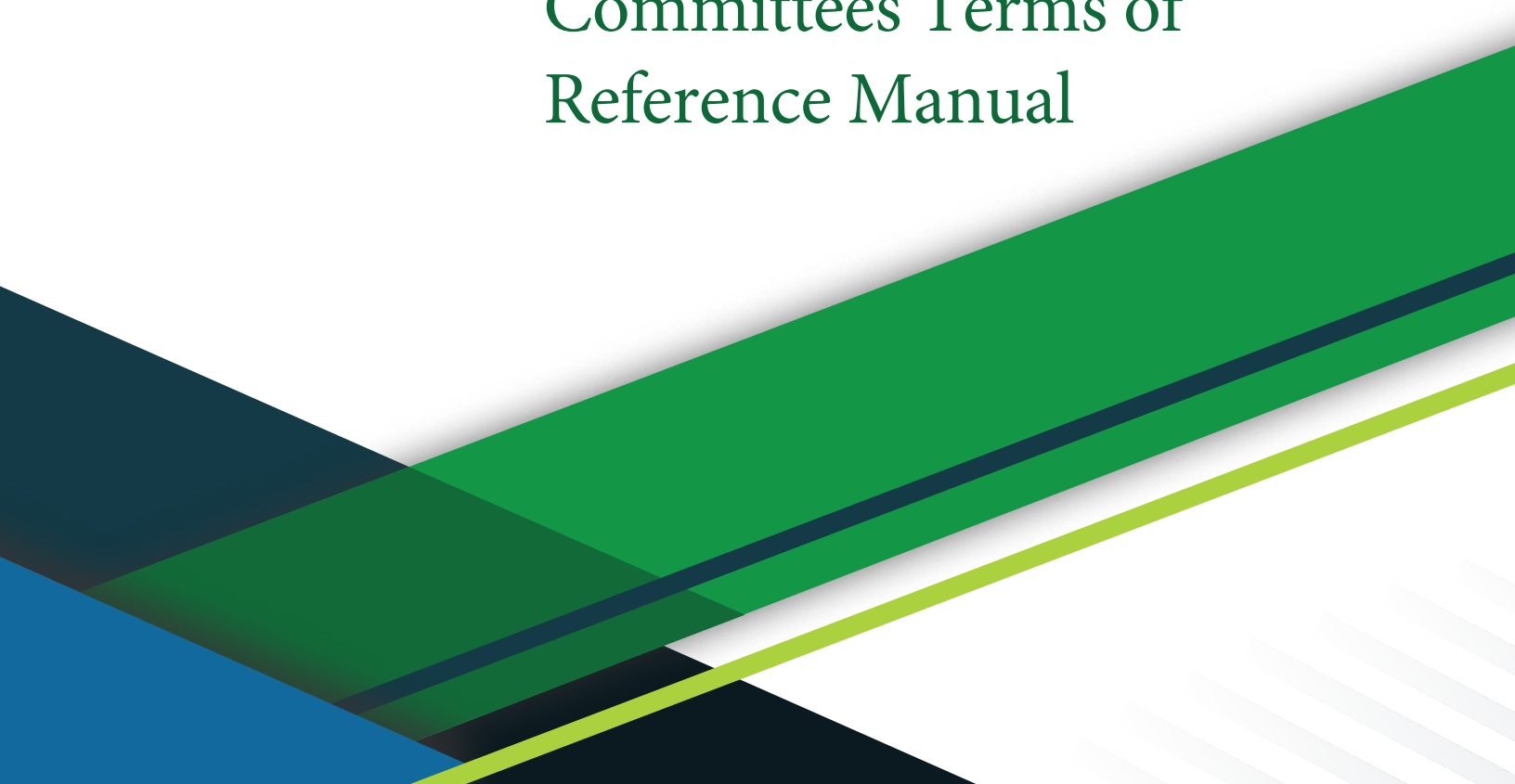




NOVA SCOTIA REGULATOR OF PARAMEDICINE

Statutory & Board Appointed
Committees Terms of
Reference Manual



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Introduction

The Nova Scotia Regulator of Paramedicine Board is responsible for ensuring that the terms of reference for all Statutory Committees and Board-Appointed Committees are consistent with the *Regulated Health Professions Act*, including the committee's authority, which avoids conflict with the authority delegated to the Board, Executive Director/Registrar, or any other Committee.

This manual serves as a repository for the terms of reference of the Nova Scotia Regulator of Paramedicine's Statutory and Board-appointed Committees.

Section 1 – Statutory Committees Terms of Reference

Registration and Licensing Committee

Date First Approved:	2025/05/12	Effective Date:	2025/05/12
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The Registration and Licensing Committee is a registration and licensing decision maker pursuant to section 2 of the Paramedicine Regulations.

Committee Membership

In accordance with section 30(2) of the *Regulated Health Professions Act*, SNS 2023, c 15, the NSRoP Board shall appoint a Registration and Licensing Committee composed of:

- at least one public representative; and
- such other number of registrants and public representatives as the Board determines.

The Board shall appoint a Chair of the Registration and Licensing Committee.

Panel Membership

In accordance with section 31(1) of the *Regulated Health Professions Act*, upon receipt of a referral, the Chair of the Registration and Licensing Committee shall appoint a panel of at least three members of the Committee to act as the Committee, at least one of whom must be a public representative.

The Chair of the Registration and Licensing Committee may sit on the panel and, if so, shall act as the Chair of the panel. Where the Chair of the Registration and Licensing Committee is not appointed to the panel, the Chair of the Registration and Licensing Committee shall appoint a Chair for the panel.

Terms of Office

Registration and Licensing Committee members hold office for one, two, or three-year terms as directed by the Board and are eligible for reappointment.

Registration and Licensing Committee members shall recuse themselves from the work of the Committee if they become subject to a regulatory process or other matter which adversely

impacts their ability to ethically and/or competently serve as a member of the Committee (or where there is a reasonable and objective belief their ability has been adversely impacted), or their continued membership is contrary to the objects of NSRoP for any other reason.

In such circumstances, the member shall disclose the relevant details to the Chair of the Committee (or, where the member in question is the Chair of the Committee, to the Chair of the Board) who, in consultation with the Registrar, will consider the matter and may request the member to recuse themselves from the Committee temporarily or permanently, as the case may be. If the member does not recuse themselves as requested, the Chair of the Committee or the Chair of the Board, as the case may be, may bring the matter to the attention of the Board. In such a case, the Board will consider the matter and may remove the member from the Committee by way of a majority vote at a duly constituted Board meeting.

A Registration and Licensing Committee panel member whose term of office expires remains a panel member until any proceeding they are involved with is concluded.

Quorum

Pursuant to section 32(2) of the *Regulated Health Professions Act*, a quorum of the Registration and Licensing Committee shall consist of three Committee members, at least one of whom must be a public representative.

Failure of one or more Committee members to receive notice of a meeting does not invalidate the proceedings at the meeting, and nothing precludes the members from waiving notice of a meeting.

A decision of the Registration and Licensing Committee requires the vote of a majority of the Committee.

A decision of the Registration and Licensing Committee panel requires the vote of a majority of the panel.

Mandate

The Registration and Licensing Committee is established by the *Regulated Health Professions Act* to exercise the powers and functions as provided for in the Act, Regulated Health Professions General Regulations, Paramedicine Regulations, Bylaws and policies, including, without limitation, the following activities:

- review registration, licence, and renewal matters referred to it by the Registrar and take such steps as the Committee considers appropriate within the scope of the authority granted to it in the Act, Regulated Health Professions General Regulations, Paramedicine Regulations, Bylaws, and policies;
- make decisions on registration, licence, and renewal in accordance with the Act, Regulated Health Professions General Regulations, Paramedicine Regulations, Bylaws, and policies;
- where needed in the performance of its duties, exercise the powers, privileges and immunities of a commissioner under the *Public Inquiries Act*, except the powers of contempt, arrest and imprisonment;
- request that the Registrar obtain additional information;
- require an applicant to satisfactorily complete such competence assessments and bridging education as determined by the Committee;
- where appropriate, consider extending the term of the registrant's existing registration or licence;
- waive any of the criteria for registration, licensing, or renewal of a licence if:
 - it is required by law; or
 - it is consistent with the objects of NSRoP;
- issue a written decision and direct its distribution and publication as required or permitted by the Act and Regulations;
- consider the imposition of a fine where the Committee determines that a registrant has practised without a licence or determines a person who subsequently becomes a registrant has engaged in practice without holding a licence;
- set its own procedures, provided they are consistent with the *Regulated Health Professions Act*, General Regulations, Paramedicine Regulations, Bylaws and policies.

Criteria for Membership

Pursuant to section 17(1)(a) of the Regulated Health Professions General Regulations, one member of the Board may serve on the Registration and Licensing Committee.

No employee of NSRoP shall serve on the Registration and Licensing Committee.

A registrant must hold a licence while appointed to the Registration and Licensing Committee.

Additional Skills for Chair

The Chair must have experience conducting meetings or be willing to develop the required competencies to do so.

N/A

Registration and Licensing Review Committee

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The Registration and Licensing Review Committee is a registration and licensing decision maker pursuant to section 2 of the Paramedicine Regulations.

Committee Membership

In accordance with section 30(2) of the *Regulated Health Professions Act*, SNS 2023, c 15, the NSRoP Board shall appoint a Registration and Licensing Review Committee composed of:

- at least one public representative; and
- such other number of registrants and public representatives as the Board determines.

The Board shall appoint a Chair of the Registration and Licensing Review Committee.

Panel Membership

Pursuant to section 31(1) of the *Regulated Health Professions Act*, upon receipt of a referral, the Chair of the Registration and Licensing Review Committee shall appoint a panel of at least three members of the Committee to act as the Committee, at least one of whom must be a public representative.

The Chair of the Registration and Licensing Review Committee may sit on the panel and, if so, shall act as the Chair of the panel. Where the Chair of the Registration and Licensing Review Committee is not appointed to the panel, the Chair of the Registration and Licensing Review Committee shall appoint a Chair for the panel.

Terms of Office

Registration and Licensing Review Committee members hold office for one, two, or three-year terms as directed by the Board and are eligible for reappointment.

Registration and Licensing Review Committee members shall recuse themselves from the work of the Committee if they become subject to a regulatory process or other matter that adversely

impacts their ability to ethically and/or competently serve as members of the Committee (or there is a reasonable and objective belief their ability has been adversely impacted), or their continued membership is contrary to the objects of NSRoP for any other reason.

In such circumstances, the member shall disclose the relevant details to the Chair of the Committee (or, where the member in question is the Chair of the Committee, to the Chair of the Board) who, in consultation with independent legal counsel if appropriate, will consider the matter and may request the member to recuse themselves from the Committee temporarily or permanently, as the case may be. If the member does not recuse themselves as requested, the Chair of the Committee or the Chair of the Board, as the case may be, may bring the matter to the attention of the Board. In such case, the Board will consider the matter and may remove the member from the Committee by way of a majority vote at a duly constituted Board meeting.

A Registration and Licensing Review Committee member whose term of office expires remains a member of the Committee until any proceeding they are involved with is concluded.

Quorum

Pursuant to section 32(2) of the *Regulated Health Professions Act*, a quorum of the Registration and Licensing Review Committee shall consist of three Committee members, at least one of whom must be a public representative.

Failure of one or more Committee members to receive notice of a meeting does not invalidate the proceedings at the meeting, and nothing precludes the members from waiving notice of a meeting.

A decision of the Registration and Licensing Review Committee requires the vote of a majority of the Committee.

A decision of the Registration and Licensing Review Committee panel requires the vote of a majority of the panel.

Mandate

The Registration and Licensing Review Committee is established by the *Regulated Health Professions Act* to exercise the powers and functions as provided for in the Act, Regulated Health Professions General Regulations, Paramedicine Regulations, Bylaws, and policies, including, without limitation, the following activities:

- take such steps as the Committee considers appropriate in accordance with the scope of authority grant to it in the Act, Regulated Health Professions General Regulations, Paramedicine Regulations, Bylaws, and policies;
- order pre-review processes, including pre-review conferences that are held in private, and direct the times, dates and places for those processes;
- determine whether a review is to be conducted through written submissions or whether the parties have a right of attendance before the Committee for the presentation of evidence or to make submissions;
- where needed in the performance of its duties, exercise the powers, privileges and immunities of a commissioner under the *Public Inquiries Act*, except the powers of contempt, arrest and imprisonment;
- request that the Registrar obtain additional information;
- waive any of the criteria for registration, licensing or renewal of a licence if:
 - it is required by law; or
 - it is consistent with the objects of NSRoP;
- make any decision the Registrar or the Registration and Licensing Committee could have made with respect to the application, and may:
 - order the imposition of conditions or restrictions on the registration or licence of the applicant; and
 - assess costs to be paid by the applicant if the application for review is denied;
- consider the imposition of a fine where the Committee determines that a registrant has practised without a licence or determines a person who subsequently becomes a registrant has engaged in practice without holding a licence;
- issue a written decision and direct its distribution and publication as required or permitted by the Act, Regulated Health Professions General Regulations, Paramedicine Regulations, Bylaws, and policies; and
- set its own procedures, provided they are consistent with the *Regulated Health Professions Act*, General Regulations, Paramedicine Regulations, Bylaws, and policies.

Criteria for Membership

No member of the Board or employee of NSRoP shall serve on the Registration and Licensing Review Committee.

A registrant must hold a licence while appointed to the Registration and Licensing Review Committee.

Additional Skills for Chair

The Chair must have experience conducting meetings and hearings and be able to write comprehensive decisions incorporating reasons for decisions. Prior legal experience is preferred.

Complaints Committee

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Committee Membership

In accordance with section 66(1) of the *Regulated Health Professions Act*, SNS 2023, c 15, the NSRoP Board shall appoint a Complaints Committee composed of:

- at least one public representative; and
- such other number of registrants and public representatives as the Board determines

The Board shall appoint a Chair and a Vice-Chair of the Complaints Committee.

Panel Membership

In accordance with section 67(1) of the *Regulated Health Professions Act*, upon receipt of a referral or a request for a review of a complaint, the Chair of the Complaints Committee shall appoint a panel or joint panel of at least three members of the committee to act as the Complaints Committee, at least one of whom must be a public representative.

The Chair of the Complaints Committee may sit on the panel and shall act as the Chair of the panel in that case. Where the Chair of the Complaints Committee is not appointed to the panel, the Chair of the Complaints Committee shall appoint a chair for the panel.

Terms of Office

Complaints Committee members hold office for one, two, or three years as directed by the Board, and are eligible for reappointment.

Complaints Committee members shall recuse themselves from the work of the Committee if they become subject to a regulatory process or other matter which adversely impacts their ability to ethically and/or competently serve as a member of the Committee (or where there is a reasonable and objective belief their ability has been adversely impacted), or their continued membership is contrary to the objects of NSRoP for any other reason.

In such circumstances, the member shall disclose the relevant details to the Chair of the Committee (or, where the member in question is the Chair of the Committee, to the Chair of the Board) who, in consultation with the Registrar, will consider the matter and may request the member to recuse themselves from the Committee temporarily or permanently, as the case may be. If the member does not recuse themselves as requested, the Chair of the Committee or the Chair of the Board, as the case may be, may bring the matter to the attention of the Board. In such case, the Board will consider the matter and may remove the member from the Committee by way of a majority vote at a duly constituted Board meeting.

A Complaints Committee panel member whose term of office expires remains a Committee panel member until any proceeding they are involved with is concluded.

Quorum

Pursuant to section 68(2) of the *Regulated Health Professions Act*, a quorum of the Complaints Committee panel consists of any two members of the panel, at least one of whom must be a public representative.

Failure of one or more Committee members to receive notice of a meeting does not invalidate the proceedings at the meeting, and nothing precludes the members from waiving notice of a meeting.

A decision of the Complaints Committee requires the vote of a majority of the Committee.

A decision of the Complaints Committee panel requires the vote of a majority of the panel.

Mandate

The Complaints Committee acts as a screening committee by assessing and resolving complaints alleging professional misconduct, incompetence, conduct unbecoming the profession, and incapacity. The Complaints Committee may refer serious allegations to the Professional Conduct Committee. Further, the Complaints Committee may refer allegations of incapacity to the Fitness-to-Practise Committee.

The Complaints Committee exercises the powers and functions provided for it in the *Regulated Health Professions Act*, Regulated Health Professions General Regulations, Bylaws, and policies, including the following activities:

- set its own procedure for investigations and the review of complaints;

- dispose of complaints in accordance with section 84 of the *Regulated Health Professions Act*;
- upon request by a complainant, review decisions of the Registrar to dismiss a complaint;
- exercise the powers, privileges and immunities of a commissioner under the *Public Inquiries Act*, except the powers of contempt, arrest and imprisonment;
- consider the imposition of interim action;
- where required by the Registrar, hold meetings in accordance with section 61 of the *Regulated Health Professions Act* if a registrant is charged with, pleads guilty to, or has been convicted of any offence that is inconsistent with the proper professional behaviour of a registrant;
- upon request from the Registrar, consider providing direction with regard to the investigation;
- upon request from the Registrar, consider exercising powers conferred upon the Complaints Committee under the Regulated Health Professions Act and the Regulations;
- review and consider proposed Settlement Agreements;
- assess whether a complaint should be referred to the Fitness-to-Practise Committee;
- where a registrant has not paid a fine for engaging in practice without a valid licence and the matter is referred by the Registrar, determine whether to direct the Registrar to suspend the registrant's licence or ability to obtain a licence, together with any reinstatement fee ordered by the Committee;
- consider the imposition of costs where permissible and appropriate;
- issue written decisions; and
- direct distribution and publication of decisions consistent with the provisions of the *Regulated Health Professions Act*.

The Complaints Committee may set its own procedures for matters involving the exercise of its authority under *RHPA* section 89 (7).

Criteria for Membership

Pursuant to section 17(1)(b) of the Regulated Health Professions General Regulations, one member of the Board may serve on the Complaints Committee.

No employee of NSRoP shall serve on the Complaint Committee.

A registrant must hold a licence while appointed to the Complaints Committee.

Additional Skills for Chair

The Chair must have experience conducting meetings or be willing to develop the required competencies to do so.

Professional Conduct Committee

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Committee Membership

In accordance with section 90(1) of the *Regulated Health Professions Act*, SNS 2023, c 15, the NSRoP Board shall appoint a Professional Conduct Committee composed of:

- at least one public representative; and
- such other number of registrants and public representatives as the Board determines.

The Board shall appoint a Chair and Vice-Chair of the Professional Conduct Committee. The Vice-Chair shall act as Chair in the absence of the Chair. Where neither the Chair nor the Vice-Chair is available, the Chair may appoint a member of the Professional Conduct Committee as Chair of the Committee.

Panel Membership

In accordance with section 91(1) of the *Regulated Health Professions Act*, where the Complaints Committee refers a matter to the Professional Conduct Committee, the Chair of the Professional Conduct Committee shall appoint a panel or a joint panel of at least three members of the Committee to act as the Committee, at least one of whom must be a public representative

The Chair of the Professional Conduct Committee may sit on the panel and, if so, shall act as the Chair of the panel. Where the Chair of the Professional Conduct Committee is not appointed to the panel, the Chair of the Professional Conduct Committee shall appoint a Chair for the panel.

Term of Office

Professional Conduct Committee members hold office for one, two, or three year terms as directed by the Board, and are eligible for reappointment.

Professional Conduct Committee members shall recuse themselves from the work of the Committee if they become subject to a regulatory process or other matter that adversely impacts their ability to ethically and/or competently serve as members of the Committee (or

there is a reasonable and objective belief their ability has been adversely impacted), or their continued membership is contrary to the objects of NSRoP for any other reason.

In such circumstances, the member shall disclose the relevant details to the Chair of the Committee (or, where the member in question is the Chair of the Committee, to the Chair of the Board) who, in consultation with independent legal counsel if appropriate, will consider the matter and may request the member to recuse themselves from the Committee temporarily or permanently, as the case may be. If the member does not recuse themselves as requested, the Chair of the Committee or the Chair of the Board, as the case may be, may bring the matter to the attention of the Board. In such case, the Board will consider the matter and may remove the member from the Committee by way of a majority vote at a duly constituted Board meeting.

A Professional Conduct Committee member whose term of office expires remains a member of the Committee until any proceeding they are involved with is concluded.

Quorum

Pursuant to section 92(2) of the *Regulated Health Professions Act*, a quorum of the Professional Conduct Committee shall consist of three Committee members, at least one of whom must be a public representative.

Failure of one or more Committee members to receive notice of a meeting does not invalidate the proceedings at the meeting, and nothing precludes the members from waiving notice of a meeting.

A decision of the Professional Conduct Committee requires the vote of a majority of the Committee.

A decision of the Professional Conduct Committee panel requires the vote of a majority of the panel.

Mandate

The Professional Conduct Committee is established by the *Regulated Health Professions Act* to exercise the powers and functions as provided for in the Act, Regulated Health Professions General Regulations, Paramedicine Regulations, Bylaws, and policies, including, without limitation, the following activities:

- consider Notices of Hearing, and take such steps as the Committee considers appropriate in accordance with the scope of authority granted to it in the Act, Regulated Health Professions General Regulations, Paramedicine Regulations, Bylaws, and policies;
- dispose of allegations in a Notice of Hearing referred to the Committee in accordance with the authority granted to it in the Act, Regulated Health Professions General Regulations, Paramedicine Regulations, Bylaws, and policies;
- where needed in the performance of its duties, exercise the powers, privileges and immunities of a commissioner under the *Public Inquiries Act*, except the powers of contempt, arrest and imprisonment;
- consider whether a matter should be referred to the Fitness to Practise process;
- hold pre-hearing conferences to address procedural matters in advance of a hearing;
- at the request of a party, the Committee may make orders relating to the exclusion of the public at a hearing or may impose publication bans;
- during the course of a hearing, the Committee may order a respondent to submit to a physical or mental health examination, audit, or competence assessment, or produce records or documents;
- where the Committee determines that one or more of the allegations in a Notice of Hearing are proven, set a date for a determination of the disposition of the matter, and then continue the hearing for that purpose in accordance with the procedure determined by the Committee;
- consider a proposed Settlement Agreement referred by the Complaints Committee and:
 - accept the Settlement Agreement;
 - recommend changes to the Settlement Agreement; or
 - reject the Settlement Agreement;
- consider an Application for Consent Revocation consented to by the Registrar and:
 - consent to the revocation of the respondent's registration or/and licence with or without conditions; or

- refuse to consent to the revocation of the respondent's registration or/and licence;
- in its discretion, award costs against the respondent;
- issue a written decision and direct its distribution and publication as required or permitted by the Act, Regulated Health Professions General Regulations, Paramedicine Regulations, and policies; and
- determines its own procedures provided they are consistent with the Act, Regulated Health Professions General Regulations, Paramedicine Regulations, Bylaws, and policies.

Criteria for Membership

No member of the Board or employee of NSRoP shall serve on the Professional Conduct Committee.

A registrant must hold a licence while appointed to the Professional Conduct Committee.

Additional Skills for Chair and Vice-Chair

The Chair and Vice-Chair must have experience conducting meetings and hearings and be able to write comprehensive decisions incorporating reasons for decisions. Prior legal experience is preferred.

Fitness-to-Practise Committee

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Committee Membership

In accordance with section 122(1) of the *Regulated Health Professions Act*, SNS 2023, c 15, the NSRoP Board shall appoint a Fitness to Practise Committee composed of:

- at least one public representative; and
- such other number of registrants and public representatives as the Board determines.

The Board shall appoint a Chair and Vice-Chair of the Fitness to Practise Committee. The Vice-Chair shall act as Chair in the absence of the Chair. Where neither the Chair nor the Vice-Chair is available, the Chair may appoint a member of the Fitness to Practise Committee as Chair of the Committee.

Panel Membership

In accordance with section 123(1) of the *Regulated Health Professions Act*, upon receipt of a referral, the Chair of the Fitness to Practise Committee shall appoint a panel of at least three members of the Committee to act as the Committee, at least one of whom must be a public representative

The Chair of the Fitness to Practise Committee may sit on the panel and, if so, shall act as the Chair of the panel. Where the Chair of the Fitness to Practise Committee is not appointed to the panel, the Chair of the Fitness to Practise Committee shall appoint a Chair for the panel.

Terms of Office

Fitness to Practise Committee members hold office for one, two, or three-year terms as directed by the Board and are eligible for reappointment.

Fitness-to-Practise Committee members shall recuse themselves from the work of the Committee if they become subject to a regulatory process or other matter which adversely impacts their ability to ethically and/or competently serve as a member of the Committee (or

where there is a reasonable and objective belief their ability has been adversely impacted), or their continued membership is contrary to the objects of NSRoP for any other reason.

In such circumstances, the member shall disclose the relevant details to the Chair of the Committee (or, where the member in question is the Chair of the Committee, to the Chair of the Board) who, in consultation with the Registrar, will consider the matter and may request the member to recuse themselves from the Committee temporarily or permanently, as the case may be. If the member does not recuse themselves as requested, the Chair of the Committee or the Chair of the Board, as the case may be, may bring the matter to the attention of the Board. In such case, the Board will consider the matter and may remove the member from the Committee by way of a majority vote at a duly constituted Board meeting.

A Fitness to Practise Committee member whose term of office expires remains a member of the Committee until any proceeding they are involved with is concluded.

Quorum

Pursuant to section 124(2) of the *Regulated Health Professions Act*, a quorum of the Fitness to Practise Committee shall consist of three Committee members, at least one of whom must be a public representative.

Failure of one or more Committee members to receive notice of a meeting does not invalidate the proceedings at the meeting, and nothing precludes the members from waiving notice of a meeting.

A decision of the Fitness to Practise Committee requires the vote of a majority of the Committee.

A decision of the Fitness to Practise Committee panel requires the vote of a majority of the panel.

Mandate

The Fitness to Practise Committee is established by the *Regulated Health Professions Act* to exercise the powers and functions as provided for in the Act, the Regulated Health Professions General Regulations, Bylaws, and policies, including, without limitation, the following activities:

- consider matters referred to the Committee and take such steps as the Committee considers appropriate within the scope of the authority granted to it in the Act, Regulated Health Professions General Regulations, Bylaws, and policies;

- where the Registrar has determined the registrant meets the eligibility criteria for the fitness to practise process, consider approval of an agreement between the Registrar and registrant whereby the registrant:
 - ceases practising to pursue remediation of the incapacity under terms and conditions; or
 - continues in or resumes practice under terms and conditions;
- upon request of the Registrar, convene a meeting to consider a registrant's progress in the fitness to practise process, or to hear the Registrar's request for the registrant's removal from the process;
- upon request of a registrant, where the registrant has advised the Registrar that they intend to seek to return to practice, or that they seek to remove or vary any terms and/or conditions to which they are currently subject, convene a meeting where the Committee may:
 - approve the registrant's return to practice, subject to such terms and conditions as the Committee deems appropriate and to which the registrant agrees;
 - vary the terms and conditions under which a registrant is practising, if the registrant agrees; or
 - deny the return to practice or variation request and refer the registrant back to the Registrar;
- refer the registrant back to the Registrar if:
 - the registrant withdraws consent to participate in the fitness to practise process;
 - the registrant fails to submit to a capacity examination as directed by the Registrar;
 - the registrant does not agree with the terms or conditions for practice or for a return to practice sought by the Committee;
 - the registrant fails to meet the agreed terms and conditions of practice;
 - the registrant poses an immediate threat to the health or safety of others;
 - the Committee is not satisfied that the registrant is incapacitated; and/or

- the Committee considers that it is no longer consistent with the objects of NSRoP for the registrant to participate in the fitness to practise process;
- consider requiring a registrant to pay for such expenses under such terms as the Committee determines appropriate;
- retain jurisdiction over a registrant who is subject to ongoing terms and conditions of practice agreed upon with the Committee until such terms and conditions have been met or the matter has been referred back to the Registrar;
- where needed in the performance of its duties, exercise the powers, privileges and immunities of a commissioner under the *Public Inquiries Act*, except the powers of contempt, arrest and imprisonment;
- issue a written decision and direct its distribution and publication as required or permitted by the Act and Regulations; and
- set its own procedures, provided they are consistent with the Act, the Regulated Health Professions General Regulations, Bylaws, and policies.

Criteria for Membership

No member of the Board or employee of NSRoP shall serve on the Fitness to Practise Committee.

A registrant must hold a licence while appointed to the Fitness to Practise Committee.

Additional Skills for Chair and Vice-Chair

The Chair and Vice Chair must have experience conducting meetings and hearings. Prior legal experience is preferred.

Reinstatement Committee**Date First Approved:** 2025/05/12 **Effective Date:** 2025/05/12**Revision Date:** YYYY/MM/DD**Next Review Date:** 2028/05/12 **Approved By:** Board

Committee Membership

In accordance with section 116(1) of the *Regulated Health Professions Act*, SNS 2023, c 15, the NSRoP Board shall appoint a Reinstatement Committee composed of:

- at least one public representative; and
- such other number of registrants and public representatives as the Board determines.

The Board shall appoint a Chair of the Reinstatement Committee.

Term of Office

Reinstatement Committee members hold office for one, two, or three-year terms as directed by the Board, and are eligible for reappointment.

Reinstatement Committee members shall recuse themselves from the work of the Committee if they become subject to a regulatory process or other matter that adversely impacts their ability to ethically and/or competently serve as members of the Committee (or there is a reasonable and objective belief their ability has been adversely impacted), or their continued membership is contrary to the objects of NSRoP for any other reason.

In such circumstances, the member shall disclose the relevant details to the Chair of the Committee (or, where the member in question is the Chair of the Committee, to the Chair of the Board) who, in consultation with independent legal counsel if appropriate, will consider the matter and may request the member to recuse themselves from the Committee temporarily or permanently, as the case may be. If the member does not recuse themselves as requested, the Chair of the Committee or the Chair of the Board, as the case may be, may bring the matter to the attention of the Board. In such case, the Board will consider the matter and may remove the member from the Committee by way of a majority vote at a duly constituted Board meeting.

A Reinstatement Committee member whose term of office expires remains a member of the Committee until a new member is appointed or the member is reappointed.

Quorum

Pursuant to section 117(2) of the *Regulated Health Professions Act*, a quorum of the Reinstatement Committee shall consist of three Committee members, at least one of whom must be a public representative.

Failure of one or more Reinstatement Committee members to receive notice of a meeting does not invalidate the proceedings at the meeting, and nothing precludes the members from waiving notice of a meeting.

A decision of the Reinstatement Committee requires the vote of a majority of the Committee.

Mandate

The Reinstatement Committee is established by the *Regulated Health Professions Act* to exercise the powers and functions as provided for in the Act, Regulated Health Professions General Regulations, and policies, including, without limitation, the following activities:

- take such steps as the Committee considers appropriate within the scope of the authority granted to it in the Act, Regulated Health Professions General Regulations, and policies;
- review applications for reinstatement of registration or licence following a revocation or a resignation authorized under the Act of the registration or licence of a registrant;
- where needed in the performance of its mandate, exercise the powers, privileges and immunities of a commissioner under the *Public Inquiries Act*, except the powers of contempt, arrest and imprisonment;
- set the date, time, place, and format of hearings of reinstatement applications;
- determine the extent to which hearings are open to the public;
- conduct hearings to review reinstatement application in accordance with the process set out in the Act, Regulated Health Professions General Regulations, and policies;
- after considering the evidence and the representations from the parties, the Reinstatement Committee must:
 - do one of the following:

- accept the reinstatement application;
- accept the reinstatement application with restrictions and/or conditions;
or
- reject the reinstatement application;
- render a written decision with reasons as soon as practicable after the completion of the hearing;
- direct the manner of publication of the Committee's decision;
- if the reinstatement application is rejected, the Committee must consider the timing of any subsequent applications for reinstatement from the applicant;
- determine the amount of costs, if any, payable by the applicant; and
- set its own procedures, provided they are consistent with the Act, Regulated Health Professions General Regulations, and policies.

Criteria for Membership

No member of the Board or employee of NSRoP shall serve on the Reinstatement Committee.

A registrant must hold a licence while appointed to the Reinstatement Committee.

Additional Skills for Chair

The Chair must have experience conducting meetings and hearings and be able to write comprehensive decisions incorporating reasons for decisions. Prior legal experience is preferred.

Practice Review Committee – Under development**Date First Approved:** YYYY/MM/DD**Effective Date**

YYYY/MM/DD

Revision Date: YYYY/MM/DD**Next Review Date:** YYYY/MM/DD**Approved By:**Board

Committee Membership

Under development

Term of Office

Under development

Quorum

Under development

Mandate

Under development

Criteria for Membership

Under development

Additional Skills for Chair

Under development

Section 2 – Board Appointed Committees Terms of Reference

Appointments Committee**Date First Approved:** 2025/05/12 **Effective Date:** 2025/05/12**Revision Date:** YYYY/MM/DD**Next Review Date:** 2028/05/12 **Approved By:** Board

Definition

“good standing”, for purposes of these Terms of Reference, means the status of a registrant who:

- (a) holds a practising licence or a conditional licence, unless there is a condition on the licence restricting the registrant from eligibility to serve on the Board or a regulatory committee;
- (b) is current in their continuing competence requirements;
- (c) does not owe any outstanding fees or costs to the Regulator; and
- (d) is not subject to any licensing sanction or ongoing regulatory process that in the opinion of the Board, impacts their ability to ethically and competently serve as a member of the Board or a regulatory committee, or would otherwise be contrary to the objects of the Regulator.

Committee Membership

The NSRoP Board shall appoint an Appointments Committee composed of:

- 2 registrants in good standing; and
- 1 public representative.

The Board shall appoint one of the members as Chair of the Appointments Committee.

Terms of Office

The members of the Appointments Committee shall hold office for such term as set by the Board who appoints them, which shall not be longer than 3 years. A member of the Appointments Committee may be appointed for one additional 3-year term by the Board.

Appointments Committee members shall recuse themselves from the work of the Committee if they become subject to a regulatory process or other matter which adversely impacts their ability to ethically and/or competently serve as a member of the Committee (or where there is a reasonable and objective belief their ability has been adversely impacted), or their continued membership is contrary to the objects of NSRoP for any other reason.

In such circumstances, the member shall disclose the relevant details to the Chair of the Committee (or, where the member in question is the Chair of the Committee, to the Chair of the Board) who, in consultation with the Registrar, will consider the matter and may request the member to recuse themselves from the Committee temporarily or permanently, as the case may be. If the member does not recuse themselves as requested, the Chair of the Committee or the Chair of the Board, as the case may be, may bring the matter to the attention of the Board. In such a case, the Board will consider the matter and may remove the member from the Committee by way of a majority vote at a duly constituted Board meeting.

Quorum

A quorum of the Appointments Committee consists of any two members of the Committee, at least one of whom must be a public representative.

Failure of one or more Committee members to receive notice of a meeting does not invalidate the proceedings at the meeting, and nothing precludes the members from waiving notice of a meeting.

A decision of the Appointments Committee requires the vote of a majority of the Committee.

Mandate

Registrant Board members

With respect to the appointment of registrant Board members to a Subsequent Board, the Appointments Committee shall perform the following functions, in accordance with the process and timelines approved by the Board that are not in conflict with the By-laws and these policies:

- (a) compare the composition of the Board with the Board Composition Matrix and identify the competencies, qualities, diversity, and other criteria needed to fill identified vacancies;

- (b) seek candidates to fill current and/or anticipated registrant vacancies on the Board;
- (c) assess the degree to which candidates fill the desired competencies, qualities, and other criteria identified by the Appointments Committee to align with the Board Composition Matrix;
- (d) advance all candidates to the Board where the Appointments Committee is satisfied that a registrant is in good standing;
- (e) make recommendations to the Board regarding candidates who in its opinion best meet the desired competencies, qualities and criteria identified by the Appointments Committee to align with the Board Composition Matrix; and
- (f) perform such other functions related to the appointment of registrant Board members as identified by the Board.

If the Appointments Committee determines a candidate is not eligible for nomination as a registrant Board member, the Appointments Committee shall not advance the candidate's name to the Board.

Officers

Prior to the completion of the term of the incumbent Chair and Vice-Chair of the Board, at such time as directed by the Board, the Appointments Committee must request and encourage expressions of interest from Board members seeking to serve as the next Chair or Vice-Chair.

The Appointments Committee shall:

- (a) vet the candidates using such processes as the Appointments Committee considers appropriate;
- (b) prepare a recommended slate for Chair and Vice-Chair to the Board for approval;
- (c) if the Board approves the recommended slate, the Chair and Vice-Chair are deemed elected, effective the day following the date the incumbents' term expires;
- (d) if the Board does not approve the recommended slate, the Appointments Committee must consult with all Board members individually prior to advancing

the next slate for the Board's vote, and such process shall continue until a new Chair and Vice-Chair are elected;

Registrant committee members

With respect to the appointment of registrants to Committees of the Regulator, the Appointments Committee shall:

- (a) seek candidates to fill current and/or anticipated registrant vacancies on a Committee of the Regulator;
- (b) advance all candidates to the Board where the Appointments Committee is satisfied that a registrant is in good standing; and
- (c) perform such other functions related to the appointment of registrants to Committees of the Regulator as identified by the Board.

If the Appointments Committee determines a registrant is not eligible for nomination as a Committee member, the Appointments Committee shall not advance the registrant's name to the Board.

Public representative committee members

With respect to the appointment of public representatives to Committees of the Regulator, the Appointments Committee shall:

- (a) seek members of the public to fill current and/or anticipated public representative vacancies on a Committee of the Regulator;
- (b) publicly advertise to invite expressions of interest in serving as a public representative on a Committee of the Regulator for at least 30 days, except when the Board seeks to appoint a public representative from a pool established pursuant to section 25 or 26 of the *Regulated Health Professions Act*;
- (c) advance all expressions of interest to the Board;
- (d) perform such other functions related to the appointment of public representative Committee members as identified by the Board.

Criteria for Membership

No employee of NSRoP shall serve on the Appointment Committee.

A registrant must hold a licence while appointed to the Appointments Committee.

Additional Skills for Chair

The Chair must have experience conducting meetings or be willing to develop the required competencies to do so.

Education Advisory Committee – Under development**Date First Approved:** YYYY/MM/DD**Effective Date**

YYYY/MM/DD

Revision Date: YYYY/MM/DD**Next Review Date:** YYYY/MM/DD**Approved By:**Board

Committee Membership

Under development

Term of Office

Under development

Quorum

Under development

Mandate

Under development

Criteria for Membership

Under development

Additional Skills for Chair

Under development

Legislative Review Committee – Under development

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Committee Membership

Under development

Term of Office

Under development

Quorum

Under development

Mandate

Under development

Criteria for Membership

Under development

Additional Skills for Chair

Under development



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