

NSRDHDTD Practice Review Committee Terms of Reference

The Practice Review Committee is a non-adjudicative statutory Committee of the Regulator established in accordance with section 132(1) of the *Regulated Health Professions Act, SNS 2023, c 15* (the “RHPA”). The Practice Review Committee has the authority to act in accordance with sections 132-135 of the RHPA and sections 47-50 of the General Regulations made pursuant to the RHPA.

The function of the Practice Review Committee is to oversee the conduct of practice reviews in accordance with the direction of the Board and the Terms of Reference of the Practice Review Committee.

Practice reviews are intended to contribute directly to addressing the Mass Casualty Commission’s Recommendation C-19. Further, practice reviews support the NSRDHDTD in fulfilling its mandate under the RHPA through proactive oversight, identification of emerging risks, and is one mechanism among others (e.g., continuing competency programs, currency of practice requirements, the fitness to practice process, the professional conduct process, etc.) that promotes public protection and accountability.

Committee Membership

In accordance with section 132 of the RHPA, the NSRDHDTD Board shall appoint a Practice Review Committee composed of:

- at least one public representative; and
- a minimum of two registrant representatives

The Board shall appoint a Chair and Vice Chair of the Practice Review Committee.

Panel Membership

In accordance with section 133(1) of the RHPA, upon receipt of a referral, the Chair of the Practice 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 Practice Review Committee may sit on the panel and, if so, shall act as the Chair of the panel. Where the Chair of the Practice Review Committee is not appointed to the panel, the Chair of the Committee shall appoint a Chair for the panel.

Terms of Office

Practice Review Committee members hold office for three- to five-year terms as directed by the Board, and are eligible for reappointment for a second consecutive term.

Practice Review 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 apprehension that their ability and/or competence has

been adversely impacted), or their continued membership is contrary to the objects of the NSRDHDTD 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 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 Practice Review 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 134(2) of the RHPA, a quorum of the Practice Review Committee shall consist of three Committee members, at least one of whom must be a public representative.

Failure of one or more Committee or panel 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 Practice Review Committee requires the vote of a majority of panel.

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

Mandate

The Practice Review Committee is established by the RHPA to exercise the powers and functions as provided for in the RHPA, Regulated Health Professions General Regulations, Dental Hygiene, Dental Technology and Denturism Regulations, Bylaws and policies. The Practice Review Committee oversees the conduct of practice reviews, in accordance with the direction of the Board, including, without limitation, the following activities:

- Referral of registrants for a practice review in a manner that is consistent with the direction of the Board, which may include:
 - Referral from the Registrar or a statutory committee (to assist in another regulatory process).
 - Random referral.
 - Percentages of individuals from each designation regulated by the NSRDHDTD to be randomly referred for a practice review to be determined by the Board.
 - Risk-based referral.

- Percentages of individuals from each designation regulated by the NSRDHDTD to be referred for a practice review based on a risk assessment to be determined by the Board.
 - Areas of risk, weight of risks, and risk threshold that would trigger a practice review to be determined by the Board.
- Development of a practice review framework, in alignment with the recommendations of the Nova Scotia Regulated Health Professions Network Practice Review Working Group, including:
 - Purpose and rationale.
 - Format.
 - Frequency.
 - Tools and methods.
 - Processes.
 - Outcomes.
- Responsiveness to emerging data, trends, and risks over time, to proactively reassess whether changes are needed to the practice review process.
- Setting of its own Committee procedures, provided they are consistent with the RHPA, General Regulations, Dental Hygiene, Dental Technology and Denturism Regulations, Bylaws, policies, and this Terms of Reference.

Criteria for Membership

Pursuant to section 8(2) of the RHPA, no current or former member of the board of a professional association may be appointed to the Practice Review Committee until 24 months have lapsed since their last day as a professional association board member.

Pursuant to section 8(3) of the RHPA, no member of the Board may be appointed to the Practice Review Committee.

Pursuant to section 8(4) of the RHPA, no licence holders or former licence holders of a regulated health profession may serve as a public representative on the Practice Review Committee, unless there is no more than one former licence holder and the former licence holder is not of the same profession that the NSRDHDTD regulates.

No employee of the NSRDHDTD shall serve on the Practice Review Committee.

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

Pursuant to Article 14.1(b) of the Bylaws, a registrant must be in good standing to be eligible to appointed to a statutory committee.

A registrant must have five or more years of experience in one, or a combination of, the oral health professions regulated by the NSRDHDTD.

Additional Skills for Chair

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