

## **NSRDHDTD Registration and Licensing Review Committee**

### **Terms of Reference**

The Registration and Licensing Review Committee is a registration and licensing decision maker pursuant to section 2 of the *Dental Hygiene, Dental Technology and Denturism Regulations*.

#### **Committee Membership**

In accordance with section 30(2) of the *Regulated Health Professions Act*, SNS 2023, c 15, the NSRDHDTD 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 and Vice 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 two-year terms, and are eligible for reappointment but may not serve more than three consecutive terms (i.e., no more than six consecutive years).

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 that their ability 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 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.

A quorum of the Registration and Licensing Review Committee panel shall consist of three panel 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 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, Dental Hygiene, Dental Technology and Denturism 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, Dental Hygiene, Dental Technology and Denturism 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 the NSRDHDTD;
- 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 the NSRDHDTD shall serve on the Registration and Licensing Review Committee.

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

A registrant must have three or more years of experience in one of the three oral health professions regulated by the NSRDHDTD.

**Chair/Vice Chair**

The Chair/Vice Chair shall be nominated by the committee; and brought forward to the Board for consideration for appointment.

The Vice Chair shall act as Chair in the absence of the Chair.

**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.