

NSRDHDTD Registration and Licensing Committee

Terms of Reference

The Registration and Licensing 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 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 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 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 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 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.

A quorum of the Registration and Licensing 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 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, Dental Hygiene, Dental Technology and Denturism 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, Dental Hygiene, Dental Technology and Denturism Regulations, Bylaws, and policies;
- make decisions on registration, licence, and renewal in accordance with the Act, Regulated Health Professions General Regulations, Dental Hygiene, Dental Technology and Denturism 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 the NSRDHDTD;
- 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, Dental Hygiene, Dental Technology and Denturism 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 the NSRDHDTD shall serve on the Registration and Licensing Committee.

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

Pursuant to Article 14.1(b) of the Bylaws, a registrant must be in good standing to be eligible to be appointed to a statutory 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 or be willing to develop the required competencies to do so.