

## NSCN Registration and Licensing Review Committee Terms of Reference



In accordance with the requirements of the *Nursing Act*, S.N.S. 2019, c.8, and the bylaws made thereunder, the NSCN Board shall appoint a Registration and Licensing Review Committee composed of:

- At least one (1) public representative;
- At least one (1) registrant from each designation regulated by the College; and
- Such other number of registrants and public representatives as the Board determines.

### **Committee Membership\***

Committee composition will be at least eighteen (18) members, including at least:

- Four (4) licensed practical nurses;
- Eight (8) registered nurses;
- Two (2) nurse practitioners; and
- Four (4) public representatives.

A Chair and Vice-Chair to be appointed by the NSCN Board.

### **Panel Membership**

Upon receipt of a referral to the Registration and Licensing Review Committee, the Chair will appoint a panel of at least three (3) Committee members to act as the Registration and Licensing Review Committee, consisting of at least:

- One (1) public representative;
- One (1) registrant with the same designation as the designation sought by the applicant before the committee; and
- One (1) other person as determined by the Chair.

### **Term of Office**

Committee members hold office for one (1), two (2) or three (3) year terms as directed by the Board, and are eligible for reappointment.

Registrant members who have a complaint filed against them shall recuse their membership on the Committee unless the Chair determines otherwise.

## **Quorum**

Pursuant to the *Nursing Act*, a quorum of the panel shall consist of three (3) Committee members, at least one of whom must be a public representative.

All decisions require the vote of the majority of the panel.

## **Mandate**

The Registration and Licensing Review Committee is established by the *Nursing Act* to exercise the powers and functions as provided for in the Act, Regulations and By-laws, including without limitation the following activities:

- Upon receipt of a request for review, review decisions where an applicant or registrant:
  - has been refused registration;
  - has been refused a licence;
  - has been refused the renewal of a licence; or
  - has conditions or restrictions imposed on a registration or licence.
- Hold pre-review conferences to determine the procedures for the review, including whether the review is to be conducted orally or in writing and whether the term of a registrant's existing registration or licence should be extended pending the review;
- 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;
- Render a written decision with reasons as soon as practical after the completion of the review;
- Assess costs, if any, to be paid by the applicant if the application for review is denied.

In addition, the Chair of the Registration and Licensing Review Committee, or Vice-Chair acting as chair in the absence of the Chair:

- Directs the selection of a panel of committee members.
- Acts as Chair of the panel, or where the Chair does not sit on the panel, directs the appointment of one of the panel members to serve as Chair.

The Chair of the panel is responsible for chairing meetings of the panel, and ensuring the written decision is complete, includes sufficient reasons. and is reviewed by all members of the panel and forwarded to the appropriate persons.

## **Criteria for Membership**

- For the initial Committee formed at the time of the proclamation of the *Nursing Act*, members must have been a member of a regulatory committee, board or council of the CLPNNS or CRNNS at the time of proclamation.
- No committee member may be a member of the NSCN Board or an employee of NSCN.

*\*Additional Criteria for Registrant Members\*:*

- A registrant must hold a licence at the time of initial appointment to the Committee (the time they are first appointed to the Committee, not including any reappointments).
- Registrants whose licences expire while serving on the Committee, who do not renew those licences, remain eligible to serve on the Committee until the expiry of their term.
- Such registrants may be eligible for reappointment if the overall composition of the Committee ensures sufficient numbers of licensed registrants are available to meet the requirements of the By-laws.
- Generally, a registrant who has not held a licence for a period of five years, will not be eligible for reappointment.

*Additional Skills for Chair and Vice Chair:*

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

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