

## Practice Review Committee – Terms of Reference

Policy Number:	Next Review Date:
Approved by: NSRDDA Board	Approval Date:

### 1. Purpose

The Practice Review Committee is established under the *Regulated Health Professions Act, 2023 (Nova Scotia) (RHPA-NS or Act)* to conduct of practice reviews in accordance with the Regulations, the direction of the Board and these terms of reference.

The Committee operates in a manner that reflects the NSRDDA’s commitment to EDIRA (equity, diversity, inclusion, reconciliation and accessibility), by recognizing diverse cultural experiences and removing barriers to participation to support fairness for all.

### 2. Mandate

Subject to the *Act*, regulations and NSRDDA bylaws, the Practice Review Committee’s mandate generally includes the following:

- Conduct practice reviews in accordance with direction from the Board, which may include referral from the Registrar or a Statutory Committee
- Review information provided by a registrant referred for a practice review
- Appoint a reviewer to conduct an onsite review if the Committee decides it is necessary for the purposes of the practice review
- Refer to the Registrar any matters where it has reasonable and probable grounds to believe that a matter may involve professional misconduct, conduct unbecoming, incompetence or incapacity that cannot be resolved through the practice review process
- Administer the Dental Practice Review process in accordance with the Regulator’s Dental Practice Review Program

### 3. Authority

The Practice Review Committee derives its authority from the *Act*, regulations and NSRDDA bylaws. It does not conduct investigations related to complaints or discipline but may refer matters to the Registrar or appropriate Statutory Committee if significant concerns arise.

### 4. Membership and Terms

- The Committee shall be composed of at least the following:

- (a) A minimum of three Dentists in good standing, having at least five years' experience as a Dentist
  - (b) A minimum of one Dental Assistant in good standing, having at least five years' experience as a Dental Assistant
  - (c) One public representative.
- Members shall be appointed by the Board in accordance with applicable legislative requirements.
  - In appointing members to the Committee, the NSRDDA strives to reflect a diversity of professional backgrounds, lived experiences, and perspectives that support equitable and inclusive decision-making.
  - Terms for Committee members are three years.
  - Committee members may be appointed for a maximum of three consecutive three-year terms.

## 5. Chair and Vice-Chair

- The Board shall appoint a Chair and a Vice-Chair of the Practice Review Committee, both of whom must be Dentists. The Chair and the Vice-Chair of the Committee will serve a term of three years and the Chair or Vice-Chair may be reappointed for two additional three-year terms.
- The Chair is responsible for presiding over meetings and coordinating decision-making processes.
- The Vice-Chair acts for the Chair in the absence of the Chair.
- The Chair shall be entitled to vote on all matters before the Practice Review Committee and in the event of a tied vote, the Chair shall have an additional casting vote.

## 6. Panel Appointments

- Upon receipt of a referral to the Practice Review Committee, the Chair of the Committee shall appoint a Panel or Joint Panel of at least three members of the Committee to act as the Practice Review Committee, and include a public representative and at least one member from the same profession as the registrant in question.
- Where the Chair or Vice-Chair of the Practice Review Committee is not appointed to the Panel, the Committee Chair shall appoint a Chair from the Panel from among the Dentist members of the Practice Review Committee.
- The Panel Chair shall be entitled to vote on all matters before the Panel and in the event of a tied vote, the Panel Chair shall have an additional casting vote.

## 7. Meetings and Quorum

- A meeting of the Practice Review Committee may be in-person, virtual or hybrid.
- Committee meetings involving the registrant in question are conducted in accordance with the *Act* and applicable rules of procedure established by the Committee.
- The quorum of the Practice Review Committee consists of three members, including at least one public member, one Dentist and one Dental Assistant.

## 8. Decision-Making

- The Committee's decisions shall be guided by principles of procedural fairness and informed by the NSRDDA's commitment to EDIRA.
- A decision of the Practice Review Committee requires the vote of a majority of the Panel of the Committee appointed by the Committee Chair.
- Decisions shall be rendered within a reasonable timeframe in accordance with any standards established by the Board in this regard.

## 9. Confidentiality

Deliberations and all documents related to matters before the Committee are confidential. Public access to complaint-related outcomes is governed by statute and applicable regulations, bylaws or Board policies. Confidential information must be protected in accordance with the *Act* and applicable privacy legislation.

## 10. Conflict of Interest

Members must declare any actual or perceived conflicts of interest and recuse themselves where impartiality may be compromised.

## 11. Reporting and Records

- The Committee shall ensure that the NSRDDA maintains confidential records of all of its proceedings and outcomes.
- An annual report summarizing anonymized activity, trends, and outcomes shall be submitted to the Board.
- The Committee may recommend changes to the Board regarding NSRDDA standards, policies, or education based on its findings.

## 12. Review and Amendment

These Terms of Reference shall be reviewed by the Board periodically and updated as required to reflect changes in legislation, best practices, or organizational needs.

## 13. Accountability

The Chair of the Practice Review Committee is accountable for ensuring the Committee's compliance with these Terms of Reference and any requirements under the *Act*, its regulations and the NSRDDA's Bylaws.