

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.