

## Reinstatement Committee – Terms of Reference

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

### 1. Purpose

The Reinstatement Committee is established under the *Regulated Health Professions Act, 2023 (Nova Scotia) (RHPA-NS or Act)* to review applications for reinstatement of registration or licence following a revocation or resignation authorized under the *RHPA-NS* of a registrant's registration or licence.

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 Reinstatement Committee's mandate generally includes the following:

- Review applications for reinstatement of registration or licensure from former registrants following a revocation or resignation authorized under the *RHPA-NS* of a registrant's registration or licence
- Conduct fair and impartial hearings in accordance with the *RHPA-NS*, applicable regulations and bylaws, and principles of natural justice
- Assess whether the applicant is fit to return to practice, with appropriate safeguards to protect the public
- Determine whether reinstatement should be granted, and if so, whether any terms, conditions, or limitations should be imposed
- Issue written decisions with reasons in accordance with applicable legislation and timelines

### 3. Authority

The Reinstatement Committee derives its authority from the *Act*, regulations and NSRDDA bylaws.

### 4. Membership and Terms

- The Committee shall be composed of at least the following:
  - a) One public representative
  - b) One Dental Assistant in good standing who has been licensed for a minimum of five years in their profession, and

- c) Three Dentists in good standing who have been licensed for a minimum of five years in their profession.
- 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.
- Members must not have participated in the original decision to revoke or suspend the registrant's license.
- The term of a member of the Reinstatement Committee shall not exceed three years. The Board may reappoint a member of the Reinstatement Committee for further terms.

## 5. Chair and Vice-Chair

- The Board shall appoint a Chair and a Vice-Chair of the Reinstatement Committee, both of whom must be Dentists. The term of the Chair or Vice-Chair of the Reinstatement Committee will be three years. The Board may reappoint the Chair or Vice-Chair of the Committee for further 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 Reinstatement Committee and in the event of a tied vote, the Chair shall have an additional casting vote.

## 6. Panel Appointments

- In the case of a hearing, the Chair of the Reinstatement Committee shall appoint a Panel for a hearing that consists of at least three members of the Committee, and include a public representative and at least one member from the same profession as the registrant in question.
- If the Chair or Vice-Chair of the Reinstatement Committee is not appointed to a Panel, the Committee Chair must appoint a Dentist, who is also a member of the Professional Conduct Committee, to act as the Chair for the Panel.
- 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, Hearings and Quorum

- A Meeting of the Reinstatement Committee may be in-person, virtual, or hybrid.
- Meetings or hearings are conducted in accordance with the *Act* and applicable rules of procedure established by the Committee.
- The quorum for a Panel consists of three persons from the Committee, at least one of whom must be a public representative and one of whom must be a member of the profession of the registrant seeking reinstatement.

## 8. Decision-Making

- The Committee's decisions shall be guided by principles of procedural fairness and informed by the NSRDDA's commitment to EDIRA.
- After each hearing, the Committee shall issue a written decision with reasons.
- 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. Legal Support

The Committee may obtain independent legal counsel to ensure fair process and compliance with the law.

### 13. 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.

### 14. Accountability

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