

## Registration and Licensing Review Committee – Terms of Reference

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| Policy Number:            | Next Review Date:                                      |
| Approved by: NSRDDA Board | Approval Date: August 14, 2025; amended Sept. 26, 2025 |

### 1. Purpose

The Registration and Licensing Review Committee (the “Review Committee”) is established under the authority of the *Regulated Health Professions Act, 2023 (RHPA-NS or Act)* to provide an impartial review process for applicants who are dissatisfied with decisions made by the Registrar or the Registration and Licensing Committee regarding their registration or licensure status.

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 bylaws, the Review Committee is responsible for:

- Considering requests for review of decisions made by the Registrar or the Registration and Licensing Committee, including decisions to:
  - a. Refuse registration,
  - b. Impose terms, conditions, or limitations,
  - c. Defer or conditionally approve registration,
  - d. Refuse reinstatement or renewal
- Ensuring that each review is conducted fairly, impartially, and in accordance with applicable laws and procedural fairness
- Issuing decisions to confirm, vary, or overturn the original decision
- Providing written reasons for its decisions
- Complying with all relevant statutory obligations, including timelines and rights to further appeal or review
- Upholding the objects of the NSRDDA

### 3. Authority

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

## 4. Membership and Terms

- The Registration and Licensing Review Committee shall consist of at least the following individuals:
  - (a) Two public representatives
  - (b) Two Dentists in good standing who have been licensed for a minimum of five years in their profession in Nova Scotia or at the discretion of the Board, and
  - (c) Two Dental Assistants in good standing who have been licensed for a minimum of five years in their profession in Nova Scotia or at the discretion of the Board
- 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.
- No member who participated in the original Registration and Licensing Committee decision shall sit on the Review Committee for that matter.
- The term of a member of the Registration and Licensing Review Committee shall not exceed three years. The Board may reappoint a member of the Registration and Licensing Review Committee for further terms.

## 5. Chair and Vice-Chair

- The Board shall appoint a Chair and a Vice-Chair of the Registration and Licensing Review Committee, both of whom must be Dentists. The term of the Chair or Vice-Chair of the 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 Registration and Licensing Review Committee and in the event of a tied vote, the Chair shall have an additional casting vote.

## 6. Panel Appointments

- The Chair of the Registration and Licensing Review Committee may appoint a Panel of at least three members of the Committee, and include a public representative and at least one member from the same profession as the applicant in question.
- If the Chair or Vice-Chair of the Committee is not appointed to a Panel, the Committee Chair must appoint a Dentist from the Committee to act as 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

- Meetings may be held in person, virtual, or hybrid.
- Committee or Panel meetings or hearings shall be held in accordance with procedures determined by the Committee and consistent with any requirements under the Act, regulations, bylaws or Board policies.
- The quorum for a meeting of a Panel of the Registration and Licensing Review Committee consists of three members, at least one of whom is a public member and one of whom is a member of the same profession as the individual seeking review of their application.

## 8. Decision-Making

- The Committee's decisions shall be guided by principles of procedural fairness and informed by the NSRDDA's commitment to EDIRA.
- All decisions will be written, including 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

Committee members must declare any actual or perceived conflicts of interest. Members with a conflict must recuse themselves from participating in the review.

## 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 Registration and Licensing Review 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.