

Board and Statutory Committee Orientation and Education Policy

Policy Number: G-08.09.00	Next Review Date: 2031
Approved by: NSRDDA Board	Approval Date: August 28, 2025

1. Purpose

This policy establishes the framework for the orientation and ongoing education of members of the Board and Statutory Committees of the NSRDDA, to support effective governance and regulatory decision-making in the public interest.

2. Scope

This policy applies to all members of the Board and Statutory Committees of the Regulator, including public appointees and elected or appointed professional members.

3. Principles

The following principles will guide the Board's orientation and ongoing education:

- a) The Board will proactively define and annually reevaluate its requirements for orientation and ongoing education.
- b) Board members will commit time to participating in the orientation and education sessions as part of their overall commitment as Board members of the organization.
- c) Wherever possible, all Board members will participate in the same educational offerings; customized education may be required to support specialized committee work from time to time.
- d) The format of materials and venues for orientation and education should be flexible to enhance the accessibility of these important offerings.

4. Policy Statement

The NSRDDA is committed to equipping its Board and Statutory Committee members with the knowledge, skills, and resources necessary to fulfil their duties and responsibilities competently, ethically, and in alignment with the regulator's public protection mandate.

Orientation and ongoing education shall be:

- Proportionate to the size and complexity of the organization
- Delivered in a cost-effective and accessible manner
- Informed by best practices in governance and professional regulation, and

- Responsive to the evolving regulatory and professional landscape

(a) Orientation Program

New Board and Statutory Committee members will be expected to complete an online structured orientation program developed for health profession regulators in Nova Scotia. Each participant in the program will receive a certificate of completion, a copy of which must be submitted to the Chair of the Governance and Human Resources (GHR) Committee.

Additional reading materials and reference guides may be provided by the NSRDDA and new Board and Statutory Committee members may also be invited to additional in-person orientation sessions with the Registrar and/or the Board Chair.

(b) Ongoing Education and Development

The Board and each of the Statutory Committees will conduct an annual self-assessment that includes the identification of education topics for ongoing training and development. The Registrar will then collaborate with the GHR Committee to develop an annual Board education program based on a consideration of:

- Suggestions from board members as part of the annual board evaluation
- Key strategic directions of the NSRDDA
- Major decisions on the horizon
- Appropriate and significant risk management themes, and
- Other factors as considered appropriate

The topics included on the ongoing education agenda will be addressed at:

- Education sessions at regular board meetings
- Special meetings devoted to education, as appropriate

The Registrar will work with each of the Chairs of the Statutory Committees to organize education sessions on topics identified in the Committee's annual self-assessment.

The delivery of the Board or Statutory Committee educational programs will primarily be done in-house, drawing upon external resources where appropriate.

(c) Governance Literature

As part of Board packages, relevant articles or book summaries relating to governance or matters of pertinence to the oversight of the NSRDDA will regularly be included by the Registrar. Board members who come across quality reference materials are also encouraged to send them to the Registrar for inclusion in Board packages.

(d) Evaluation and Continuous Improvement

The orientation program will be evaluated at least **every two years**, with feedback from participants.

Education offerings will be reviewed annually to align with feedback from the Board annual evaluation process and with strategic and environmental changes.

(e) Roles and Responsibilities

Role	Responsibility
Registrar	Oversees delivery of orientation and education; ensures content is current and relevant
GHR Committee	Monitors effectiveness of orientation and education; recommends improvements
Board Chair/Statutory Committee Chairs	Supports integration of new members and encourages ongoing learning
Board and Statutory Committee Members	Actively participate in all required orientation and education activities

5. Monitoring and Policy Review

The GHR Committee will oversee the implementation of this policy. The Chair of the GHR Committee will ensure that this policy is reviewed in accordance with the Board's policy review cycle or as required by significant operational or environmental changes.

6. Accountability

The Board Chair and the Registrar are accountable for ensuring compliance with this policy.