

Reinstatement Committee – Terms of Reference

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Approved by: NSRDDA Board	Approval Date: August 14, 2025; amended Sept. 26, 2025

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 in Nova Scotia or at the discretion of the Board, and
 - c) Three 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
- 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.