

NSCN Practice Review Committee Terms of Reference



In accordance with the requirements of the *Nursing Act*, S.N.S. 2019, c.8, and the by-laws made thereunder, the NSCN Board shall appoint a Practice Review Committee composed of:

- At least one (1) public representative;
- At least one (1) registrant from each designation subject to the Practice Review; and
- Such other number of registrants and public representatives as the Board determines.

Committee Membership*

Committee composition will be at least six (6) members, including a minimum of :

- Four (4) nurse practitioners; and
- Two (2) public representatives.

The Board shall appoint a Chair and a Vice-chair of the Practice Review Committee.

Panel Membership

Upon receipt of a referral, the Chair will appoint a panel of at least three Committee members to act as the Practice Review Committee, including at least:

- One (1) public representative;
- One (1) registrant with the same designation as the respondent; and
- One (1) other person as determined by the Chair.

Term of Office

Committee members hold office for one (1), two (2) or three (3) year terms as directed by the Board, and are eligible for reappointment.

Where a matter is referred to a panel of the Practice Review Committee and the term of office of a member sitting on the Committee expires, that member may remain part of the panel until the matter is concluded.

Registrant members who have a complaint filed against them shall recuse their membership on the Committee unless the Chair determines otherwise.

Quorum

Pursuant to the *Nursing Act*, a quorum of the panel shall consist of three Committee members, including at least one public representative.

All decisions require the vote of the majority of the panel.

Mandate

The Practice Review Committee is established by the *Nursing Act* to exercise the powers and functions as provided for in the *Act*, Regulations and By-laws, including without limitation the following activities:

- Oversee the conduct of practice reviews
- Refer registrants for practice reviews in a manner consistent with the direction of the Board
- Select a reviewer or reviewers in accordance with criteria approved by the Committee
- Conduct practice reviews in accordance with the regulations, including disclosure of information necessary to fully conduct the review
- Require registrants to undergo competence assessments if deemed necessary by the Committee.
- Where needed in the performance of its duties, exercise the powers, privileges and immunities of a commissioner under the *Public Inquiries Act*, except the powers of contempt, arrest and imprisonment.
- Review reports from practice reviews and set out observations and conclusions in writing to the registrant, including any requirements for remediation or recommendations for improvement, or both
- Oversee any remediation that is required for a registrant who has undergone a practice review
- Liaise with the CEO when needed under subsection 30(3) of the regulations

In addition the Committee Chair, or Vice-Chair acting as chair in the absence of the Chair:

- Directs the selection of a panel of committee members.
- Acts as Chair of the panel, or where the Chair does not sit on the panel, directs the appointment of one of the panel members to serve as Chair.

The Chair of the panel is responsible for chairing meetings of the panel, and ensuring the report of the review is complete.

Criteria for Membership

- For the initial Committee formed at the time of the proclamation of the *Nursing Act*, members must have been a member of a regulatory committee, board or council of the CLPNNS or CRNNS at the time of proclamation.
- No committee member may be a member of the NSCN Board or an employee of NSCN.

**Additional Criteria for Registrant Members*:*

- A registrant must hold a licence at the time of initial appointment to the Committee (the time they are first appointed to the Committee, not including any reappointments).
- Registrants whose licences expire while serving on the Committee, who do not renew those licences, remain eligible to serve on the Committee until the expiry of their term.
- Such registrants may be eligible for reappointment if the overall composition of the Committee ensures sufficient numbers of licensed registrants are available to meet the requirements of the By-laws.
- Generally, a registrant who has not held a licence for a period of five years, will not be eligible for reappointment.

Additional Skills for Chair and Vice Chair:

- The Chair and Vice-Chair must have experience conducting meetings.

Approved: June 5, 2019
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