

Membership: A minimum of eighteen and maximum of thirty-two members, including:

- minimum of twelve, maximum of twenty-four members of CRNNS,
- minimum of six, maximum of eight public representatives, and
- a Chair and Vice-Chair to be appointed by Council.

Pursuant to Section 33(5) of the Act, when a complaint or a review of a Chief Executive Officer/Registrar dismissal is ready to be heard by the Complaints Committee, the Chair will appoint a panel of three, one of whom will be a public representative, to sit to hear that complaint. The Chair will endeavour to appoint RNs/NPs as the other two members of the panel.

Term of Office: Three (3) years (eligible for reappointment for additional terms).

Quorum: As set out in the Act section 33(8), any two persons from the panel constitute a quorum. All decisions require the vote of a majority of the panel.

Mandate:

- Upon request from Chief Executive Officer/Registrar, provide direction regarding an investigation.
- Upon request from the Complainant, review Chief Executive Officer/Registrar dismissal of complaints and confirm or quash the decision.
- Receive an investigative report from the CRNNS investigator.
- Comprehensively review the investigative report prior to attending a meeting of the Complaints Committee.
- Attend a Complaints Committee meeting and discuss the investigative report, and any other information received, with other members of the Complaints Committee.
- Determine whether there is sufficient evidence which, if proven, could reasonably amount to a finding of professional misconduct, incompetence, incapacity and/or conduct unbecoming the profession.
- Dispose of the complaint in accordance with the Regulations.
- Prepare a written decision to be sent to the complainant, respondent and any other persons the Complaints Committee deems appropriate.
- Accept or reject Settlement Proposals tendered to them by respondents.
- At all times, act in accordance with the duties established by the RN Act and in accordance with applicable common law principles.

In addition, the Chair, or Vice-Chair acting as Chair, of the Complaints Committee:

- Directs the selection of a panel of three members, one of whom will be a public representative, to hear a complaint.
- Where the Chair does not sit on this panel, directs the appointment of one of the three members on the selected panel to serve as Chair.
- The Chair of the Panel is responsible for ensuring the written decision is complete, reviewed by all members of the panel and forwarded to appropriate persons.

Criteria for CRNNS Member

- An active practising member of CRNNS in good standing as defined in the College By-Laws for both initial and continuing membership.
- Ability to undertake the required time commitment (approximately 1 day per month).
- Understanding of self-regulation.
- Knowledgeable about the Standards for Nursing Practice and the Code of Ethics for Nursing.
- Working knowledge of CRNNS governing legislation.
- Ability to make objective decisions based on written and verbal information.
- Shall not be a member of Council or employee of the CRNNS.

Criteria for Public Representative

- Ability to undertake the required time commitment (approximately 1 day per month).
- Understanding of self-regulating professions.
- Willing to become knowledgeable with the Standards for Nursing Practice, the Code of Ethics for Nursing and the CRNNS governing legislation.
- Ability to bring the public perspective to matters before the Complaints Committee.
- Ability to make objective decisions based on written and verbal information.
- Shall not be a member of Council or employee of the CRNNS.

Additional Skill Preferred for Chair of Committee: Experience in conducting a meeting.