

### MEMBERSHIP

- A minimum of fifteen and maximum of thirty-two members including:
  - minimum of ten, maximum of twenty-four registered nurses,
  - minimum of five, maximum of eight public representatives,
- A Chair and Vice-Chair to be appointed by Council.
- When a complaint is referred to the Professional Conduct Committee by the Complaints Committee, the Chair will appoint a panel of five with a minimum of three registered nurses and one public representative to sit to hear that complaint.

### TERM OF OFFICE

Three (3) Years (Eligible for reappointment for additional terms).

### QUORUM

1. As set out in the Act, section 45(8), any three persons from the panel constitute a quorum.
2. All decisions require the vote of the majority of the panel or a majority of the quorum of the panel, and in the event of a tie, the Chair shall cast an additional vote.

### MANDATE

1. Review and accept or reject applications for removal of respondent's name from CRNNS register (consent revocation).
2. Review and accept, reject, or suggest amendments to settlement proposals forwarded from the Complaints Committee.
3. Prepare for and attend formal hearings to hear evidence presented with respect to complaints forwarded by the Complaints Committee.
4. Make decisions, supported by reasons, as to whether the allegations have been proven in accordance with the required standard of proof.
5. Make decisions, supported by reasons, as to whether the evidence supports a finding of professional misconduct, incompetence, incapacity and/or conduct unbecoming the profession.
6. Where the evidence supports findings of professional misconduct, incompetence, incapacity and/or conduct unbecoming the profession, dispose of the complaint through issuing revocations, suspensions, restrictions, and/or reprimands, or mandating some type of remedial action as set out in the Act, and determine the reasons for such disposition.
7. Assist, when requested by Chair, in preparing a written decision for the complainant and respondent.
8. Include in the written decision any mandatory distribution and/or publication of the decision or parts of the decision.
9. Review the written decision and indicate in writing agreement or disagreement with the decision.
10. 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 Professional Conduct Committee:

1. Selects a panel of five members, at least one of whom will be a public representative, to hear a complaint.
2. Chairs meetings and Hearings of the Professional Conduct Committee.
3. Where the Chair does not sit on this panel, appoints one of the five members on the selected panel to serve as Chair.
4. 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 MEMBERSHIP

1. An active practising member of CRNNS in good standing as defined in the CRNNS By-Laws for both initial and continuing membership.
2. Shall not be a member of Council or an employee of CRNNS.
3. Ability to undertake the required time commitment (approximately five to ten days per year, with possibility of increase in complex cases for formal hearings).
4. Understanding of self-regulation.
5. Knowledgeable about the Standards for Nursing Practice and the Code of Ethics for Nursing.
6. Working knowledge of CRNNS governing legislation.
7. Ability to objectively analyze evidence presented and make decisions based on evidence.

## CRITERIA FOR PUBLIC REPRESENTATIVE MEMBERSHIP

1. Ability to undertake the required time commitment (approximately five to ten days per year, with possibility of increase in complex cases for formal hearings).
2. Understanding of self-regulating professions.
3. Willing to become familiar with the Standards for Nursing Practice, the Code of Ethics for Nursing, and the CRNNS governing legislation.
4. Ability to provide a public perspective on matters heard by the Professional Conduct Committee.
5. Ability to objectively analyze evidence presented and make decisions based on evidence.
6. Shall not be a member of Council or employee of CRNNS.

## ADDITIONAL SKILL FOR CHAIR OF COMMITTEE

1. Ability to effectively conduct a hearing.
2. Ability to write comprehensive reasons for decision.