

ATTACHMENT "E"

REGISTRATION APPEAL COMMITTEE

TERMS OF REFERENCE

Throughout these Terms of Reference, the Act refers to the current *Registered Nurses Act*

MEMBERSHIP

- One public representative
- Three registered nurses from the active-practising roster
- One registered nurse from the nurse practitioner roster

The Council shall appoint the Chair of the Registration Appeal Committee.

TERM OF OFFICE

Three (3) years (eligible for reappointment for additional terms).

QUORUM

1. A quorum is a majority of committee members.
2. All decisions require the vote of a majority of the Committee or the majority of the quorum.
3. Where a nurse practitioner files an appeal with the Registration Appeal Committee, a quorum of the committee must include the nurse practitioner member of the committee.

MANDATE

The Registration Appeal Committee shall be appointed by the Council under Section 16 (1) and upon receipt of an appeal pursuant to Sections 15, 16, 17, 18 or 58 shall:

1. Set a date for the hearing of the appeal, which shall be not later than sixty days following receipt of the written notice of appeal;
2. Serve written notice of the date, time and place for the hearing of the appeal upon the appellant and the Executive Director;
3. Advise the appellant of the right to:
4. Be represented by legal counsel, a union representative or another representative at the expense of the appellant;
5. Disclosure of any information provided to the Committee;
6. A reasonable opportunity to present a response and make submissions;
7. Hold a hearing of the appeal in accordance with the Act and applicable common law principles.
8. Review the decision made by the Executive Director and the documents upon which the decision was based.
9. Make any determination that in its opinion ought to have been made by the Executive Director.

10. Give its decision, including reasons, in writing and send to the applicant and the Executive Director, a copy of the written decision by registered mail or personal service.
11. The decision of the Registration Appeal Committee is final.

CRITERIA FOR REGISTRANT MEMBERSHIP

1. Registration with the College of Registered Nurses of Nova Scotia.
2. A member of CRNNS in good standing as defined in the current College By Laws for both initial and continuing membership.
3. Has at least five years of nursing experience
4. Understanding of self-regulation.
5. Knowledgeable about CRNNS governing legislation.
6. Ability to objectively analyze evidence presented and make decisions based on evidence.
7. Ability to communicate committee decisions in a written report.
8. Ability to undertake the required time commitment of one/two days per appeal. (Possibly 1 - 2 appeals per year.)

CRITERIA FOR NON-REGISTRANT MEMBERSHIP

1. Understanding of self-regulating professions.
2. Ability to objectively analyze evidence presented and make decisions based on evidence.
3. Ability to undertake the required time commitment of one/two days per appeal. (Possibly 1 - 2 appeals per year.)

ADDITIONAL SKILL PREFERRED FOR CHAIR OF A COMMITTEE

Experience in conducting a meeting.

Approved: June 1, 2001

Revised: September 2005

Revised: December 2006

Revised: April 2009