
Nova Scotia College of Respiratory Therapists

Fair Registration Practices Act (FRPA)
Review Report
July 27, 2023

Province of Nova Scotia

EXECUTIVE SUMMARY

The *Nova Scotia College of Respiratory Therapists* (NSCRT) is specifically named in the [Fair Registration Practices Act](#) (FRPA or “the Act”) as a “regulating body” that is subject to the Act. Section 6 of the Act summarizes the “Duty” of each “regulating body”, including NSCRT, as follows:

Duty of regulating body

6 *A regulating body has a duty to carry out registration practices that are transparent, objective, impartial and procedurally fair.*

The Review Officer, appointed under Section 13 of the Act and under the authority provided for under Sections 14 and 16 of the Act, facilitated a FRPA Review, which was initiated on March 7, 2023, and resulted in this final report. The purpose of this FRPA Review at the outset was:

- 1) To determine the current compliance status with the FRPA; and
- 2) If areas of non-compliance are identified, to facilitate a path back to compliance through the requirement to develop an Action Plan containing specific actions and completion dates as well as the requirement of progress reports on that Action plan until compliance is achieved.

The current compliance status was determined based on NSCRT’s responses to 10 review questions, as well as corroborating information on NSCRT’s website (<https://www.nscrt.com/>). Upon review of this information, a single area of non-compliance was identified, which was that NSCRT’s existing policies related to the allowance for “alternative information” were not publicly available as required under Sections 7 and 9 of the FRPA. Consequently, NSCRT agreed to an Action Plan (Appendix A of this report). The review questions, NSCRT’s responses, areas of non-compliance and corresponding actions and timelines to address them are detailed in this report.

A progress update on the Action Plan (Appendix A) from NSCRT is required by July 18, 2024. Pursuant to Subsection 16(12) of the FRPA, it is expected that NSCRT will be in compliance by this date. This progress report will be posted to the FRPA website (<https://novascotia.ca/lae/fair-registration-practices/>).

As required under Subsections 16(8) of the Act, another review will be conducted on NSCRT’s registration practices within 5 years of the date of this report.

The collaboration and cooperation of the *Nova Scotia College of Respiratory Therapists* throughout this review process is gratefully acknowledged.

Sincerely,



Frank Reinhardt

Review Officer, Fair Registration Practices Act (FRPA)

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1. INTRODUCTION

1.1. THE FAIR REGISTRATION PRACTICES ACT

[The Fair Registration Practices Act](#) (FRPA; the Act) applies to 47 [regulatory bodies](#) in Nova Scotia, covering 85 occupations, including 21 compulsory trades. A regulatory body (regulatory authority or regulator) sets the standards and regulates how people practice as members of an occupation or trade. Everyone who practices within a regulated occupation or trade must register with the regulatory body.

The FRPA mandates that regulating bodies carry out registration practices that are transparent, objective, impartial and procedurally fair. Section 16(2) of the FRPA states: “Every regulating body shall review its registration practices in accordance with this Section and shall file a report on the results of the review with the Review Officer for the reporting period.” This review process is to occur as per the Act and if items are deemed to be noncompliant with the FRPA, an Action Plan is required to be completed by the regulating body. The intent of the Action Plan is to identify how the items of noncompliance are progressing to ensure compliance, fairness, and transparency, as required by the Act.

1.2. OVERVIEW OF THE REGULATING BODY

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|---|--|
| Name of Regulating Body: | Nova Scotia College of Respiratory Therapists |
| Review Questions Due: | 2023-06-21 |
| Date Submitted: | 2023-06-19 |
| Name and contact for the review submitter: | Name: Tara Boudreau Phone: 902-423-3229 Email: registrar@nsrct.com |

OVERVIEW OF REGULATOR:

The Nova Scotia College of Respiratory Therapists (NSCRT) regulates the practice of Respiratory Therapy under [Bill 141, The Respiratory Therapists Act](#) and the [Respiratory Therapists Regulations](#).

License categories include:

- (a) active-practising;
- (b) active-practising with conditions or restrictions;
- (c) temporary;
- (d) temporary with conditions or restrictions;
- (e) temporary (graduate respiratory therapist)

Occupational Profile:

Respiratory Therapists are highly skilled healthcare professionals who in collaboration with the health care team assist in the evaluation, diagnosis, treatment and care of patients with respiratory and cardiopulmonary disorders. Respiratory therapists are employed in hospitals, extended care facilities, public health centres, sleep, private or dental clinics and respiratory home care companies. They have specialized clinical expertise and use advanced medical technology. They provide advanced life support for extremely ill patients as well as evaluating and providing treatment, education and support to those living with chronic illness. They provide care to all patient populations and require good judgment, excellent interpersonal skills, and the ability to maintain composure in critical medical situations.

Role of the Regulatory Body:

The NSCRT regulates the practice of licensed Respiratory Therapists in the province and issues licenses to qualified applicants. The NSCRT regulates the practice of respiratory therapy by developing the entry to practice requirements, approving educational programs, setting the standards for the profession, ensuring compliance with provincial acts and related laws, and when required executing disciplinary processes.

Registration section of the NSCRT website: [Registration - Nova Scotia College of Respiratory Therapists \(nscrt.com\)](https://www.nscrt.com)

2. QUANTITATIVE DATA - 2022

Quantitative data is collected from regulating bodies each year by way of a data survey. The following is some of the information provided by the *Nova Scotia College of Respiratory Therapists* through the 2023 survey, covering the 2022 year, in fulfillment of the quantitative reporting requirements under Section 15 of the FRPA:

Total Practicing Members*: 318

* As of December 31, 2022

| Applications | | | | | | | |
|-----------------|------------------|---|------------|--------------|------------------------|---------------------------|---|
| | Received in 2022 | Decisions Rendered in 2022 ¹ | | | | | In Progress at end of 2022 ¹ |
| | | Total | Successful | Unsuccessful | Withdrawn ² | Success Rate ³ | |
| New | 11 | 11 | 11 | 0 | 0 | 100% | 0 |
| Interprovincial | 5 | 5 | 5 | 0 | 0 | 100% | 0 |
| International | 0 | 0 | 0 | 0 | 0 | N/A | 0 |
| Total | 16 | 16 | 16 | 0 | 0 | 100% | 0 |

1. Regardless of when the applications were received (not necessarily equal to the number received in 2022).

2. Includes those withdrawn, set as "inactive" or closed.

3. Success Rate is the # of successful decisions divided by the total # of decisions (excludes in-progress).

Internal Reviews Conducted in 2022*: 0

* "Internal Reviews" are reviews of registration decisions conducted by the Regulating Body at the request of unsuccessful applicants (appeals). This Regulating Body reported that no "Internal Reviews" were completed in 2022.

| Provinces of Origin of Interprovincial Applicants: | | |
|--|----------|-------------|
| New Brunswick | 4 | 80% |
| Ontario | 1 | 20% |
| Other | 0 | 0% |
| Total | 5 | 100% |

International Applications*:

*None were received in 2022.

Average Application Processing Times (# of Days)

| | By Regulating Body ¹ | By Third Party Assessors ² | Total ^{1,3} |
|----------------------------|---------------------------------|---------------------------------------|----------------------|
| New | 1 | NA | 1 |
| Interprovincial | 1 | NA | 1 |
| International ⁴ | 30 | 270 | 300 |

1. Average length of time from receipt of a complete application to the time a decision was communicated to the applicant.

2. Average length of time for Third-Party Assessors to assess the equivalence of qualifications.

3. Due to the concurrent nature of application processing times, "total" is not necessarily equal to a summation of processing times by the regulating body and third parties.

4. There were no international applicants in the reporting period. Reported times for international applicants are historic average times.

3. FRPA REVIEW QUESTIONS, RESPONSES AND COMPLIANCE ASSESSMENTS

As per Section 16 of the Act, the registration practices of a regulating body must be reviewed, and a public report produced. The FRPA Program works with regulatory bodies to assess the registration practices against the compliance criteria. The *Nova Scotia College of Respiratory Therapists* responses to the FRPA Review questions are detailed below, along with the review findings determined by the Review Officer in accordance with the Act.

3.1: INFORMATION AND REGISTRATION PROCEDURES

This section assesses how and what information is provided to applicants during the registration process. The registration process includes the actions required to be taken by individual applicants, and any documentation required to be submitted, which will be used to assess an application for registration.

QUESTION 1 - REGISTRATION PROCESS, REQUIREMENTS AND COMMUNICATIONS

The following question is broken into three parts (A, B and C), one for each of the three application types, as follows:

A: “New Applicants”

- Those who are only including Canadian credentials in their application to apply for registration (licensure) and are not currently registered (licenced) to practice anywhere in Canada.

B: “International Applicants”

- Those who are including international credentials in their application to apply for registration (licensure) and are not currently registered (licenced) to practice anywhere in Canada.

C: “Interprovincial Applicants”

- Those who are currently registered (licenced) to practice elsewhere in Canada (outside of Nova Scotia).

The response to Part A should be fully detailed, while the responses to Parts B and C only detail any differences from Part A.

QUESTION 1A (REGISTRATION OF “NEW APPLICANTS”)

Using the table below, explain, in detail, the registration process and requirements for “New Applicants” (see definition above) and how this information, including “*the length of time that the registration process ...usually takes;*”, is communicated to these applicants and those who only “*intend to apply*” (e.g., by making the information publicly available).

Please answer separately for each license/registration type (eg. full, partial, restricted, student etc.).

Note: Subsections A through F below are identical and are only provided to allow for the possibility that multiple license/registration types are issued. If there is only one license type, use only Subsection ‘A’. For efficiency, after fully reporting on the first licence type in Subsection ‘A’, for any subsequent licence types, it is acceptable to report on only the differences. (e.g., for the qualifications of the licence type reported in Subsection ‘B’, it would be acceptable to report “*Same as Subsection ‘A’ except...*”.

| | | |
|--------------------------|----------------------------------|--|
| RESPONDENT ANSWER | A. LICENSE TYPE | Temporary Graduate License |
| | QUALIFICATIONS (LIST ALL) | <p>May be issued to an applicant who has completed a Canadian respiratory therapy education program approved by the NSCRT (or has an equivalent education as determined by the Credentials Committee) but has not completed the entry to practice examination.</p> <p>Members with a Temporary Graduate License have restrictions and conditions on their practice license. They may practice respiratory therapy only under the general supervision of a Registered Respiratory Therapist (RRT) and use the designation Graduate Respiratory Therapist (GRT). A GRT may not delegate any act of Respiratory Therapy to another person who does not hold a licence under the Act;</p> <p>They must successfully complete the entry to practice exam within 18 months of completion of the education program.</p> |
| | DOCUMENTATION (LIST ALL) | <p>Registration process and Requirements for Temporary Graduate License</p> <ol style="list-style-type: none"> 1. Verification of identity and Eligibility to work in Canada: Birth certificate, valid Canadian passport, Certificate of Canadian citizenship, Permanent Residency card, or valid work permit. 2. Criminal Records and Vulnerable Sector Check: Must be completed within the 4 months prior to the date of application. Applicants who have a criminal record should submit a “Declaration of Criminal Record” form. |

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| | | <p>3. Proof of Language Proficiency: Where the applicant’s first language is not English and their relevant health care instruction was not in English, the applicant must demonstrate fluency in English. Approved language proficiency tests and scores</p> <p>4. Proof of program completion (official letter from program or official transcripts)</p> <p>5. Completion of online jurisprudence exam located in online profile</p> <p>6. Payment of application and licensing fees</p> |
| | <p>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</p> | <p>Step by step instructions with links provided on the NSCRT website under the registration menu, sub menu “Registration Options-Canadian Educated Graduates https://www.nscrt.com/registration/new-registrations/canadian-educated-graduate-applicants</p> <p>1) Online Application Form: Complete all fields on the online application form at https://members.nscrt.com/apply/initial. Select Temporary Graduate License from options.</p> <p>2) Criminal Background Check, including a Vulnerable Sector check: Must accompany all new applications and be uploaded to the online profile. The Criminal Records Check/Vulnerable Sector Check must be obtained within the past 6 months and performed by a local police agency, the RCMP, or private organizations such as CSI Screening or My Backcheck. Applicants who have a criminal record should upload a Declaration of Criminal Record to expedite the registration process.</p> <p>3) Verification of identity: A copy of applicant's passport or birth certificate uploaded to the online profile.</p> <p>4) Language Fluency (if applicable): Applicants will need to submit documentation to support the required status of fluency if their first language is not English or relevant health care instruction was not in English. For information on the acceptable tests and scores, please refer to the NSCRT approved Language Proficiency Test Requirements and Scores.</p> <p>5) Education: Official evidence of successful completion of applicant's education program must be uploaded or mailed to the NSCRT. A letter from the program director is acceptable evidence or official transcripts sent directly from the educational institution to the NSCRT.</p> <p>6) Jurisprudence Exam: Applicants must successfully complete the online NSCRT Jurisprudence Exam. The exam is located under the eLearning menu on the applicant's online profile. It is an online web-based educational resource to assist</p> |

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| | | <p>applicants in learning essential information related to respiratory therapy practice in Nova Scotia. Jurisprudence Exam Policy</p> <p>7) Submission of registration fee: Fees are payable by credit card, cheque or certified money order. Registration fees can be found at NSCRT Annual Registration Fees - Nova Scotia College of Respiratory Therapists</p> <p>Once all requirements have been met, applicants will be issued a Temporary Graduate License and will be able to use the designation of Graduate Respiratory Therapist (GRT). GRTs have the following conditions and restrictions on their practice license (Respiratory Therapists Regulations S18(2)(3)):</p> <ul style="list-style-type: none"> • practise respiratory therapy only under the general supervision of a registered respiratory therapist; and • may not delegate any act of respiratory therapy to another person who does not hold a license under the Act. <p>8) Exam: GRTs have 18 months to successfully challenge the examination approved by the NSCRT Board following graduation - the Health Professionals Testing Canada (HPTC) examination. Graduate respiratory therapists will receive an Active Practice license when documentation of successful completion of the HPTC exam is received.</p> |
| | <p>COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)</p> | <p>Staff are notified of application submissions via autogenerated email when submitted. Staff review the application and required documents within 1-2 business days and update the status of the applicant's file with any missing requirements or approve if all requirements met. An email of any missing requirements is sent to the applicant along with contact information if there are questions. When requested, the staff are available for phone calls, face to face meetings and virtual meets to assist with registration.</p> <p>Registration Policies Application categories Application Fees Language Requirements Initial application</p> |
| | <p>B. LICENSE TYPE</p> | <p>Active Practicing</p> |
| | <p>QUALIFICATIONS (LIST ALL)</p> | <p>May be issued to an applicant who graduated from a Canadian respiratory therapy education program approved by the NSCRT and who has successfully completed the entry to practice exam.</p> |
| | <p>DOCUMENTATION (LIST ALL)</p> | <p>Same as above except requires proof of successful completion of the HTPC entry to practice exam.</p> |

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| REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP) | Same as above except: <ol style="list-style-type: none"> 1. Evidence of successful completion of an approved examination: Photocopy of the Health Practitioners Texting Canada (HPTC) exam results, formerly Canadian Board for Respiratory Care or CBRC, must be included with an application for an Active-Practicing License. |
| COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS) | Same as above. |
| C. LICENSE TYPE | Temporary License |
| QUALIFICATIONS (LIST ALL) | May be issued to an applicant who does not meet all of the requirements for an active-practicing licence but who: <ol style="list-style-type: none"> i. Is licensed in another jurisdiction and/or is in the process of meeting all of the requirements for an active practice licence; or ii. Meets the requirements for an active-practicing license but will work in the province for less than one year. The temporary licence will be issued for a specific period of time not to exceed twelve months; or iii. Meets the requirements for a license under the NSCRT Emergency Situations Policies; and iv. Has paid the applicable fees. |
| DOCUMENTATION (LIST ALL) | Same as above |
| REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP) | Same as above |
| COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS) | Same as above |

QUESTION 1B (REGISTRATION OF INTERNATIONAL APPLICANTS)

Does the registration process and requirements for “international applicants” (see definition above) differ from that of “New Applicants” (as described above under Question 1A)?

If so, please describe these differences, including any allowances, exemptions and/or accommodations available to these applicants and how these differences are communicated to them.

RESPONDENT ANSWER

Yes

No

If yes, describe the differences (include any relevant web links, if any):

International education programs vary widely. International applicants to the NSCRT require a competency assessment to ensure that their education is equivalent to that of a Canadian educated entry to practice applicant. All process information and required documents are available here:

<https://www.nscrt.com/registration/new-registrations/internationally-educated-applicants>

Pre-registration/Competency assessment referral process: The NSCRT Credentials Committee reviews the required documents to ensure that applicant’s educational program curriculum is similar to that of an approved Canadian Respiratory Therapy program.

DOCUMENTS REQUIRED:

1. Completion of online application
2. Verification of Identity and Proof of eligibility to work in Canada (proof of eligibility not required to begin process)
3. Criminal Record and Vulnerable Sector Check
4. Proof of language proficiency
5. Credential Evaluation and Authentication Report
6. Registration Verification Form or Letter of Good Standing from current regulatory body or employer
7. Declaration Form

If the application meets the requirements to proceed with the assessment, the applicant will be referred to the CRTO for the competency assessment process. There is no fee for this review. Timeline is within 1 week of receipt of all documents.

Competency Assessment based on the National Competency Entry to Practice Framework for Canadian trained RTs:

i. **Educational Program Review and Structured Interview:**
Once the NSCRT Credentials Committee has determined that the applicant meets the requirements necessary to proceed with a competency assessment, they are referred to the College of Respiratory Therapists of Ontario (CRTO). Internationally trained applicants come from a variety of educational backgrounds and there can be a wide variation in the didactic and clinical training received. For this reason, the CRTO will need to review the content of the educational program to determine whether the program covered the Canadian entry-to-practice competencies. Upon referral to the CRTO for a competency assessment, the CRTO will contact the applicant and provide them with a payment form and a request for documents required for an educational program review. Once the Educational Program Review has been completed, the CRTO will schedule the structured interview.

The structured interview is used to compare the applicant's knowledge, skills, and experience acquired through both education and employment against the competencies listed in the NCF. They will also schedule a behavioral structured interview. Within 30 days of the assessment, the CRTO will provide the NSCRT with the results of the educational program review and the structured interview. The NSCRT will provide a copy of the interim report to the applicant and schedule a meeting to discuss next steps. Following the discussion on the assessment results, the applicant may choose to:

- a. Proceed with next phase of assessment process;
- b. Bridge gaps identified in the initial phase of the assessment pending availability of resources; or
- c. Withdraw from the assessment process

ii. **Clinical Skills Assessment:**
If the applicant decides to proceed with the assessment, the CRTO will be notified and the CSA will be scheduled. In the CSA, the applicant will be asked to demonstrate clinical skills in a simulated environment. The CSA consists of a series of simulated clinical scenarios, each designed to measure whether they can demonstrate specific clinical competencies at an entry-to-practice level. They are also assessed on their communication skills, professionalism, clinical problem solving, and health and safety.

Within 30 days of the completion of the assessment process, the Credentials Committee will receive a comprehensive assessment report prepared by the CRTO Staff. The report will incorporate the results of the structured interview and clinical skills assessment. Upon receipt of the Final ETP Assessment Report, the Credentials Committee will immediately provide a copy of the report to the applicant. Within 14 days of receipt of the report, the NSCRT Credentials Committee will render a decision regarding the application to practice Respiratory Therapy in Nova Scotia. A copy of the Committee's decision, with reasons for the decision, is provided to the applicant. If the applicant is not satisfied with the decision, they have the option to appeal.

Applicants who have demonstrated competency in all required areas are eligible for a temporary graduate license and will be referred to write the entry to practice exam. If competency has been demonstrated in many but not all required areas, the individual may need further education to attain these competencies. Completion of a competency assessment is not a guaranteed pathway to licensure as limited educational resources exist to remediate gaps in knowledge or competency. If formal education is not similar enough to respiratory therapy education in Canada and/or significant gaps are identified in a

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| | <p>clinical skills assessment, it may be recommended that they apply for regular entry into the full-time respiratory therapy program in Nova Scotia, or any of the approved respiratory therapy education programs across Canada.</p> <p>https://www.nscrt.com/registration/new-registrations/internationally-educated-applicants Estimated timelines and fees Visual Pathway to Licensure Appeals Policy International Applicant Manual Initial application Declaration</p> |
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QUESTION 1C (REGISTRATION OF INTERPROVINCIAL APPLICANTS)

Does the registration process and requirements for “interprovincial applicants” (see definition above) differ from that of “New Applicants” (as described above under Question 1A)?

For example, are the process and requirements somehow “streamlined” to comply with the [Canadian Free Trade Agreement](#) (Chapter Seven - Labour Mobility, pages 83-88), as required under Nova Scotia’s [Canadian Free Trade Agreement Implementation Act](#)?

If so, please describe these differences, including any allowances, exemptions and/or accommodations available to these applicants and how these differences are communicated to them.

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| RESPONDENT ANSWER | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, describe the differences (include any relevant web links, if any): https://www.nscrt.com/registration/new-registrations/respiratory-therapists-from-other-jurisdictions The registration process and requirements for interprovincial applicants differs from that of “New Applicants”. The process is streamlined for interprovincial applicants. Interprovincial applicants are not required to provide the same level of documentation as new applicants. For example, interprovincial applicants are not required, for the purpose of general registration and licensure, to provide proof of successful completion of an entry to practice exam, or educational transcripts. Instead, they are required to have their current regulatory body complete a registration verification letter that details their standing with the current regulator. Registration Verification form.</p> |
|--------------------------|---|

QUESTION 1 (Parts A, B AND C) REVIEW FINDINGS (To be completed by the FRPA Review Officer):

| REVIEW FINDINGS | Compliance Criteria (pursuant to Sections 3, 7(b) and (c), 9(a), 16(3)(a), (b) and (g) of the FRPA): Requirement that the regulating body: | Compliant? (YES/NO) |
|--|--|------------------------|
| (To be completed by the FRPA Review Officer) | <ul style="list-style-type: none"> provides information about its registration practices in a clear and understandable form, including descriptions of any differences for applicants with international qualifications and for those who are licenced in other Canadian jurisdictions; | YES |
| | <ul style="list-style-type: none"> Provides “information [to applicants and potential applicants] about the length of time that the registration process ...usually takes”; | YES |
| | <ul style="list-style-type: none"> explains the qualifications required for registration; | YES |
| | <ul style="list-style-type: none"> identifies documentation of qualifications that must accompany an application; | YES |
| | <ul style="list-style-type: none"> explains the registration process and how requirements for registration are to be met; | YES |
| | <ul style="list-style-type: none"> explains how information is communicated; and | YES |
| | <ul style="list-style-type: none"> provides information in a publicly accessible manner. | YES |

Comments, to be completed by the FRPA Review Officer:
 Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, was determined from the information provided above and from information found on NSCRT’s website (<https://www.nscrt.com/>) on July 17, 2023.

QUESTION 2 (REGISTRATION PROCESS FEES)

Do you charge a fee for the registration process? If so, describe the fee and explain how this information is communicated to applicants. Include a link to information published in the public domain. If there is a third-party process with associated fees, please explain. Provide a link to any published information.

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| RESPONDENT ANSWER | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: A one time application fee of \$75 is charged to new applicants (excluding interprovincial applicants). The fees are published on the website. https://www.nscrt.com/registration/nscrt-registration-fees |
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| REVIEW FINDINGS | Compliance Criteria (pursuant to Sections 7(f) and 16(3)(d) of the FRPA): Requirement that the regulating body: | Compliant? (YES/NO) |
|-----------------|--|------------------------|
| | <ul style="list-style-type: none"> provides information setting out any fees for registration in a clear and understandable form; | YES |

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| (To be completed by the FRPA Review Officer) | <ul style="list-style-type: none"> provides information about fees in a publicly accessible manner. | YES |
| <p>Comments, to be completed by the FRPA Review Officer: Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, was determined from the information provided above and from information found on NSCRT’s website (https://www.nscrt.com/) on July 17, 2023.</p> | | |

QUESTION 3 (ALLOWANCE FOR ALTERNATIVE DOCUMENTATION)

Are there any situations where the standard required documentation cannot be reasonably obtained by an applicant, that alternative documentation may be acceptable to the regulating body? (Yes/No)

If yes, please detail what alternative documentation may be accepted in what situations and in place of what standard documentation. How is this information communicated to applicants? If available, please provide a link to where this information is published in the public domain.

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|--------------------------|---|
| RESPONDENT ANSWER | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: The NSCRT recognizes that there are circumstances where an applicant will not be able to provide certain required documents for reasons beyond the applicant’s control. In these circumstances, the NSCRT will work with the applicant to accept alternative information to the required documentation in a way that will not compromise the integrity of the licensing process. Policy on alternative documents in final draft – ready for approval on June 27. It will then be placed in the Registration and Licensing Policy manual available on the website: Registration Policies - Nova Scotia College of Respiratory Therapists (nscrt.com) 1) Acceptable Alternative Information – Educational Credentials a) Where the Credentials Committee accepts that required documentation cannot be provided for reasons beyond the applicant’s control, they will consider the following alternative information for assessing an applicant’s educational credentials: i) Certified copies of original academic documentation; ii) Photocopies of academic documentation together with an affidavit attesting to the authenticity of the document. iii) An affidavit from the applicant describing the applicant’s academic qualifications, the institution attended, and detailed descriptions of the courses taken and course curriculums, with supporting evidence if available; |
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| | <ul style="list-style-type: none"> iv) Affidavits from former professors and classmates verifying the applicant’s course descriptions and attesting to the applicant’s academic performance; v) Information obtained by the NSCRT from third parties, with the applicant’s advance consent, verifying the applicant’s educational credentials; and/or vi) Any other information offered by the applicant evidencing their academic qualifications. <p>b) Acceptable Alternative Information – Professional Qualifications</p> <p>Where the Credentials Committee accepts that required documentation cannot be provided for reasons beyond the applicant’s control, the committee will consider the following alternative documents for assessing an applicant’s prior experience:</p> <ul style="list-style-type: none"> i) Reference letters from prior employers and colleagues; ii) An affidavit from the applicant describing the applicant’s professional qualifications and detailed descriptions of prior work performed, with supporting evidence if available; iii) Copies of reports that support the applicant’s involvement in a project; iv) Statements of professional standing from other regulatory bodies; v) Certified copies of professional licenses or certificates; and/or vi) Any other information offered by the applicant evidencing their professional qualifications. | |
| REVIEW FINDINGS (To be completed by the FRPA Review Officer) | Compliance Criteria (pursuant to Sections 7, 9 and 16(3)(c) of the FRPA): Requirement that the regulating body: | Compliant? (YES/NO/ N/A) |
| | <ul style="list-style-type: none"> • provides clear and understandable information with respect to acceptable alternative documentation; and • advises applicants, and potential applicants, on what alternative information may be supplied when they cannot reasonably obtain the standard documentation; | YES NO |
| <p>Comments, to be completed by the FRPA Review Officer:</p> <p>Pursuant to Sections 7 and 9 of the FRPA, if there are any policies related to the allowance for alternative information, those policies must be made publicly available (e.g. on NSCRT’s website), which has not yet been done. The relevant portions are quoted below:</p> <p><i>7 A regulating body shall provide information ...to individuals ...applying or intending to apply for registration by the regulating body, and shall provide ...(c) the requirements for registration by the regulating body; ...(e) information about any support the regulating body provides to applicants during the registration process...</i></p> <p><i>9 A regulating body shall (a) make information publicly available on what documentation of qualifications must accompany an application...</i></p> | | |

All information under Section 7 must be publicly available because this is the only way to provide this information to the unidentified individuals who only *“intend”* to (but may not actually) apply.

The intention to post this information to NSCRT’s website is acknowledged. Once this is done, the noted requirement will be satisfied. However, in the meantime, this is an area of non-compliance. Therefore, pursuant to Subsection 16(12), NSCRT is required to include this item on an action plan and demonstrate compliance within one year.

QUESTION 4 (SUPPORT PROVIDED TO APPLICANTS DURING THE REGISTRATION PROCESS)

Do you provide any support to applicants during the registration process? If so, describe the type of support provided. (Examples: contact information, explanation of registration requirements, translation services, etc.). How is information about supports communicated to applicants? Provide a link(s) to information published in the public domain.

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| RESPONDENT ANSWER | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: Information about contacting the NSCRT staff is found on the website at https://www.nscrt.com/contact-us . Phone numbers and email addresses are provided. Timelines for responses are within 1-3 business days. Continual feedback of applicant’s submissions is provided as documents are submitted/received. There are also automated system responses when an applicants file is updated with missing requirements. Contact information is included. Staff offer multiple ways to engage with applicants to assist with registration: provision of paper forms, phone calls, emails, virtual or in-person meetings. |
|--------------------------|--|

| REVIEW FINDINGS (To be completed by the FRPA Review Officer) | Compliance Criteria (pursuant to Sections 7(e) and 16(3)(k) of the FRPA): Requirement that the regulating body: | Compliant? (YES/NO) |
|--|--|--------------------------------------|
| | • provides support to the applicant during the registration process; | YES |
| | • describes the type of support provided to the applicant during the registration process; and | YES |
| | • provides information about the type of support provided to applicants during the registration process in a publicly accessible manner. | YES |

Comments, to be completed by the FRPA Review Officer:
 Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, was determined from the information provided above and from information found on NSCRT’s website (<https://www.nscrt.com/>) on July 17, 2023.

QUESTION 5 (ACCOMMODATION POLICIES FOR APPLICANTS WITH A PHYSICAL OR MENTAL DISABILITY)

Do you have existing accommodation policies for applicants with a physical or mental disability? (Yes/No)

If yes, describe these existing policies, including:

- how an applicant would request an accommodation;
- how requests are considered; and
- how these policies are communicated to “...individuals ...applying or intending to apply for registration...” as required under Section 7(e). If this is done by posting to the website, please include the link.

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| RESPONDENT ANSWER | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: https://www.nscrt.com/images/20211125_Approved_Accommodation_Policy.pdf The policy is posted on the website under Registration policies in the registration section. The NSCRT makes every effort to accommodate the needs of applicants and members. Third party provider of the exam entry to practice exam, Health Professionals Testing Canada, provides for requested accommodations according to their policy located in the candidate manual. https://hptc.ca/wp-content/uploads/2023/04/HPTC-Candidate-Manual-July-2023-English.pdf | |
| REVIEW FINDINGS (To be completed by the FRPA Review Officer) | Compliance Criteria (pursuant to Sections 7(e), and 16(3)(h) of the FRPA): Requirement that the regulating body: | Compliant? (YES/NO) |
| | <ul style="list-style-type: none"> • describes existing accommodation policies, if any, for applicants with a physical or mental disability, including <ul style="list-style-type: none"> - how an applicant would request an accommodation; and - how requests are considered. • provides information about its accommodations policies, if any, to “...individuals ...applying or intending to apply for registration...” (eg. by posting to its website). | YES |
| <p>Comments, to be completed by the FRPA Review Officer: Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, was determined from the information provided above and from information found on NSCRT’s website (https://www.nscrt.com/) on July 17, 2023.</p> | | |

QUESTION 6 (ACCESS TO REGISTRATION RECORDS)

Do you have a documented process by which an applicant can request access to their registration records? If so, describe how an applicant can make this request, any exclusions to information that can be provided, and any fees that may apply. Include a link(s) to any published information, if available.

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| RESPONDENT ANSWER | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: An approved access to records policy is available on the registration page under the Registration Policies menu. https://www.nscrt.com/images/Approved_NSCRT_Access_to_Records_Policy_17June2021.pdf The policy provides a process for applicants/registrants to request access to their registration records. |
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| REVIEW FINDINGS (To be completed by the FRPA Review Officer) | Compliance Criteria (pursuant to Sections 12(1) through (5) and 16(3)(j) of the FRPA): Requirement that the regulating body: | Compliant? (YES/NO) |
|--|--|----------------------------|
| | • has an established process by which an applicant can make a request in writing for access to their registration records; and | YES |
| | • describes how an applicant can make a request, any exclusions to information that can be provided, and any fees that may apply. | YES |

Comments, to be completed by the FRPA Review Officer:
 Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, was determined from the information provided above and from information found on NSCRT’s website (<https://www.nscrt.com/>) on July 17, 2023.

3.2: ASSESSMENT CRITERIA AND COMMUNICATION OF DECISION PROCESSES

This section assesses how the regulating body evaluates applications and how this process, including registration decisions, are communicated to applicants.

QUESTION 7 (ASSESSMENT CRITERIA)

Explain, in detail, the criteria used by the regulating body to assess if an applicant has met requirements to be registered/licensed. (Examples: competencies, pass marks, experience standards, etc.) Also, explain how this information is communicated to applicants. Provide a link(s) to information published in the public domain.

If there is a third-party assessor involved in the process, describe their role in the space provided.

RESPONDENT ANSWER

Explain the criteria used for assessment and how the information is communicated:

All aspects of the registration process for the NSCRT are outlined on the website under each specific registration category. A list is provided that indicated the evidence the applicant requires.

Canadian Educated Graduates: <https://www.nscrt.com/registration/new-registrations/canadian-educated-graduate-applicants>

Applicants from other Canadian Jurisdictions: <https://www.nscrt.com/registration/new-registrations/respiratory-therapists-from-other-jurisdictions>

Internationally Educated Applicants: <https://www.nscrt.com/registration/new-registrations/internationally-educated-applicants>

The NSCRT Registrar and Deputy Registrar review the completed application form and supporting documentation against the specific registration policy to determine if the applicant has provided sufficient evidence to meet the registration requirement. Applicants that have not submitted required documentation, or documentation that meets our requirements, are contacted to clarify requirements and if applicable, provided with an opportunity to provide alternate acceptable documentation. If there is question whether or not a submission meets a requirement, the application is referred to the NSCRT Credentials Committee for review.

Is a third party involved in the assessment process?

Yes

No

If yes, name the third-party(s) and describe their role:

Competency Assessment: The College of Respiratory Therapists of Ontario administer the competency assessment process for international applicants for 6/8 regulated provinces. This assessment determines whether the internationally educated applicant meets the Canadian entry to practice standards. However, the CRTO does not participate in the decision-making process. A report outlining any areas where an applicant was deficient in the competency assessment is

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| | <p>provided to the NSCRT Credentials Committee. The committee reviews the report and determines if a license can be granted or if further education is required. The process can be found in the CRTO's IEHP Assessment Procedure document on their website https://www.crto.on.ca/pdf/Reg/IEHP_Assessment_Procedure.pdf and in the NSCRT IEHP manual.</p> <p>Health Professionals Testing Canada administers the entry to practice exam on behalf of all provincial respiratory therapy regulators in Canada with the exception of Quebec. All relevant policies and processes with respect to the development, administration and appeal processes for the exam are located on the website. https://hptc.ca/</p> | |
| REVIEW FINDINGS (To be completed by the FRPA Review Officer) | Compliance Criteria (pursuant to Sections 7(d), 16(3)(b) and (i) of the FRPA): Requirement that the regulating body: | Compliant? (YES/NO) |
| | <ul style="list-style-type: none"> describes all criteria used to assess whether the requirements for registration have been met; | YES |
| | <ul style="list-style-type: none"> explains how information is communicated; | YES |
| | <ul style="list-style-type: none"> provides information in a publicly accessible manner; and describes the role of third-party assessors (if applicable). | YES |
| Comments, to be completed by the FRPA Review Officer: Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, was determined from the information provided above and from information found on NSCRT's website (https://www.nscrt.com/) on July 17, 2023. | | |

QUESTION 8 (COMMUNICATING REGISTRATION DECISIONS)

Explain how you communicate registration decisions to applicants who are: a) successful; and b) not granted registration. Include what information is provided with each type of decision.

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| RESPONDENT ANSWER | <p>Explain the registration decision communication process:</p> <p>a) Successful applicants: Successful applicants are notified by multiple methods an email notification auto-generated by the website when approved. Additionally, a welcome letter is sent via email by the staff that includes details on their licence, continuing competency and professional liability requirements. Within 1-2 days of receipt of all requirements, applications are approved.</p> <p>b) Applicants not granted registration: A registration decisions policy is provided on the website under the registrations menu. It includes the details that must be provided in the correspondence if a registration is denied: The registration decision letter will include: a. Reasons for the decision,</p> |
|--------------------------|--|

- b. Information on steps that can be taken to obtain registration, and
- c. Information on the registration appeals process.
- d. Information on programs that may be available to assist unsuccessful applicants in obtaining registration at a later date.

If an applicant is not granted registration, they are informed by email and mail. The applicant can also schedule a meeting with the Registrar to discuss the decision and ask for clarity. The NSCRT uses a template registration decision letter. See below:

Date _____

Notice of Registration Decision

Applicant: {Insert Applicant Name}

Date Appeal Received: {Insert Date}

Overview:

The Nova Scotia College of Respiratory Therapists (NSCRT) received an application for {Insert initial/renewal} registration from {insert Applicant's name} on {insert date}.

The application was reviewed by the Registrar and deemed not to have met the registration requirements. The application was forwarded to the Credentials Committee for review on {insert date}. The Registrar met with the Credentials Committee on {Insert Date} to review the application and supporting documents.

Decision:

This letter is a formal notification of the decision of the Credentials Committee regarding {insert Applicant's name} application for registration with the NSCRT. Based on all information provided regarding this application, the Committee concludes that {Applicant's Name} does not currently meet the requirements for registration and is not eligible to become a practicing member at this time for the following reasons:

- a. {insert reason}
- b. {insert reason}

The applicant may be eligible to become registered at a later time, after fulfilling the following requirements:

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| | <ol style="list-style-type: none"> 1. {List requirements and/or necessary remediation and training} 2. {List requirements and/or necessary remediation and training} 3. {List requirements and/or necessary remediation and training} <p>An application to appeal this decision may be filed in writing within 30 days of receiving this Notice of Decision. Appeals will be referred to the Registration Appeal Committee. The Committee will set a date, time and place for a hearing and notify the Appellant in writing. Appellants have a right to be represented by legal council, a union representative, or another representative at the Appellant’s own expense at the hearing and a right to a reasonable opportunity to present a response and make submissions to the Committee. All information regarding the appeal will be disclosed to the Appellant prior to the hearing. Upon review and consideration of the evidence received at the hearing, the Registration Appeal Committee will make one of the following decisions:</p> <ol style="list-style-type: none"> a. Grant licensure b. Deny licensure c. Make any decisions that ought to have been made by the Registrar and Credentials Committee <p>The Committee shall give its decision in writing with reasons within 30 days of the hearing and shall send a copy to the Appellant by registered mail. Decisions of the Registration Appeal Committee are final.</p> <p>SIGNED this _____ day of {month, year}.</p> <p>_____</p> <p>{Name of Chair}, Chair, Credentials Committee</p> | |
| REVIEW FINDINGS (To be completed by the FRPA Review Officer) | Compliance Criteria (pursuant to Sections 8(b), (c), (d), 10(1) of the FRPA): Requirement that the regulating body: | Compliant? (YES/NO) |
| | <ul style="list-style-type: none"> • where registration is granted, provides written confirmation within a reasonable time to applicants; | YES |
| | <ul style="list-style-type: none"> • where registration is not granted: <ul style="list-style-type: none"> ○ provides written decisions that include reasons to applicants within a reasonable time respecting registration decisions; | YES |

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| | ○ provides, where practical, information respecting measures or programs that may be available to assist unsuccessful applicants in obtaining registration at a later date; and | YES |
| | ○ informs the applicant of the internal review process and of the procedures and time frames for the internal review. | YES |

Comments, to be completed by the FRPA Review Officer:

Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, was determined from the information provided above and from information found on NSCRT’s website (<https://www.nscrt.com/>) on July 17, 2023.

3.3: INTERNAL REVIEW/APEAL PROCESS

Section 10 of the Act requires that regulating bodies provide unsuccessful applicants with a clear process to appeal a registration decision. Section 11 requires that those involved with reviewing registration decisions receive training on conducting such reviews. This section assesses compliance with these requirements.

QUESTION 9 (INTERNAL REVIEW PROCESS)

Do you have a documented internal review process for applicants who disagree with the registration decision?

If yes, describe the process including:

- time frames throughout the process; and
- opportunities available to the applicant to provide new information and make submissions with respect to their internal review; and
- how internal review decisions are communicated to applicants and what information is included with the decision; and
- a statement that no one who acted as a decision-maker in respect of a registration decision can act as a decision-maker in an internal review of that decision; and
- if available, provide a link to this information published in the public domain.

Internal review: a rehearing, reconsideration, review or appeal or other process provided by a regulating body in respect of the merits of a registration decision, regardless of the terminology used to describe the process.

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| RESPONDENT ANSWER | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: -Where an applicant to the NSCRT has been refused registration, pursuant to Section 17 of the Respiratory Therapists Act of Nova Scotia, the applicant has the right to appeal the registration decision. The Registration appeal policy is linked in Registration Policies section of the NSCRT website. Registration Policies - Nova Scotia College of Respiratory Therapists (nscrt.com) . The policy provides timelines and explicit details of the process. The registration appeal process does not allow for individuals involved in a registration decision to act as a decision maker in an appeal of the decision. If no, explain why not: | |
| REVIEW FINDINGS (To be completed by the FRPA Review Officer) | Compliance Criteria (pursuant to Sections 7(a) and 10, 16(3)(m) and (n) of the FRPA): Requirement that the regulating body: <ul style="list-style-type: none"> • has a documented internal review process; • describes time frames associated with the internal review process; • describes opportunities the applicant has to provide new information and make submissions with respect to their internal review; • describes how internal review decisions are communicated to applicants and what information is included with the decision; • ensures that no one who acted as a decision-maker in respect of a registration decision can act as a decision-maker in an internal review; and • provides information on the internal review process in a publicly accessible manner. | Compliant? (YES/NO) YES YES YES YES YES YES |
| Comments, to be completed by the FRPA Review Officer: Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, was determined from the information provided above and from information found on NSCRT’s website (https://www.nscrt.com/) on July 17, 2023. | | |

QUESTION 10 (INTERNAL REVIEW TRAINING)

Have the decision-makers for the internal review received training on conducting on an internal review? If so, describe the training.

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| <p>RESPONDENT ANSWER</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe: Upon initial appointment to the Credentials Committee, an orientation is provided that includes the Terms of Reference of the Committee and a review of the applicable legislation, bylaws and policies.</p> <p>In the event of a registration appeal, legal council provides “Just in Time” training on procedural fairness, human rights and a refresher on the legislation. Legal council is also contracted to attend meetings and hearings to guide the process.</p> | |
| <p>REVIEW FINDINGS (To be completed by the FRPA Review Officer)</p> | <p>Compliance Criteria (pursuant to Sections 11 and 16(3)(p) of the FRPA): Requirement that the regulating body:</p> <ul style="list-style-type: none"> ensures that internal review decision-makers have received training on conducting an internal review; and describes the training. | <p>Compliant? (YES/NO)</p> <p>YES</p> <p>YES</p> |
| <p>Comments, to be completed by the FRPA Review Officer: Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, was determined from the information provided above and from information found on NSCRT’s website (https://www.nscrt.com/) on July 17, 2023.</p> | | |

4. ACKNOWLEDGEMENTS:

The *Nova Scotia College of Respiratory Therapists* hereby declares that the information contained in this report is a true and accurate representation of its current registration practices and agrees to take action to address the single item of non-compliance identified as per the following Action Plan.

SIGNATURE OF THE AUTHORIZED MEMBER OF THE REGULATING BODY:

2023-07-31

X 

Signed by: 45ccdbdc-f05e-4eae-a401-e1c540981a45

Name (print): Tara Boudreau

DATE: 2023-07-31

5. APPENDIX: ACTION PLAN

Note: The intent of the Action Plan is to address the identified areas of non-compliance in accordance to Subsection 16(12) of the [Fair Registration Practices Act](#), quoted here:

Where the Review Officer, based on an assessment of the information provided in a report required under subsection (2), makes a finding that the registration practices of the regulating body are non-compliant with this Act or the regulations, the regulating body shall demonstrate compliance in the manner prescribed by the Review Officer within one year of the finding of non-compliance, unless the Review Officer extends the one-year deadline.

Name of Regulating Body: Nova Scotia College of Respiratory Therapists

ACTION PLAN TIMELINES:

| TIMELINES FOR ACTION PLAN PROGRESS UPDATES | | | | | |
|--|------------------------|-------------------------------|--|--|--|
| | Action Plan Deadline | Action Plan Progress Update 1 | | | |
| Due Date | 2023-07-26 | 2024-07-18 | | | |
| Actual Completed Date | Click to enter a date. | Click to enter a date. | | | |

ACTION PLAN:

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| ACTION PLAN – AREA #1: | Response to FRPA Review Question #3: “Allowance for Alternative Information”. |
| FRPA SECTIONS: | Sections 7, 9 and 16(3)(c) |
| AREAS OF NON-COMPLIANCE TO BE ADDRESSED: | In the FRPA review report, in fulfillment of Section 16(3)(c) of the FRPA, NSCRT detailed the policies it has related to the allowance for “alternative information” for applicants who cannot obtain documentation of qualifications for reasons beyond their control. However, at the time of the review, this information was not in the public domain as required under Sections 7 and 9 of the FRPA . |
| REGULATOR ACTION PLAN: | NSCRT will post its policies related to the allowance for “alternative information” for applicants who cannot obtain documentation of qualifications for reasons beyond their control on their website. |

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| INTENDED COMPLETION DATE: | July 18, 2024 |
| Year 1: Action Plan update. Due: 2024-07-18 | |
| FRPA Review Officer Comments | |