Registration Appeal Committee Training

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NOVA SCOTIA REGULATED HEALTH PROFESSIONS NETWORK

About the Project

Online learning modules

- Registration Appeal Committees
- General
- Board

Health & non-health regulatory bodies

Network-led Registration Appeal Training

- Meets expectations of the Fairness Review Office – formal and structured, specific to conducting an internal review, and verifies training received

- Prevents the need for a regulatory body to establish and maintain their own training program

- Prevents "reinventing the wheel"

- Supports capacity of regulatory bodies challenged with resources

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Network-led Registration Appeal Training

- Consistent training on the broad principles applicable to the committee's function for all regulatory bodies

- Accessible anytime by volunteers

- Addresses concern about providing training when there is not an

imminent need for committee to hear an appeal

- Self-directed and appeals to various learning styles

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Funding

The Network acknowledges funding for this project from the Province of Nova Scotia and Government of Canada

Registration Appeal Training Working Group

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General Training Modules

- Expectations of Volunteers
- Public Interest Mandate
- Professional Regulation
- Organizational Structure and Roles
- Governance Documents
- Rules of Order
- Principles of Administrative Law
- Equity, Diversity and Inclusion / Cultural Competency
- Decision-making
- Regulatory Tools

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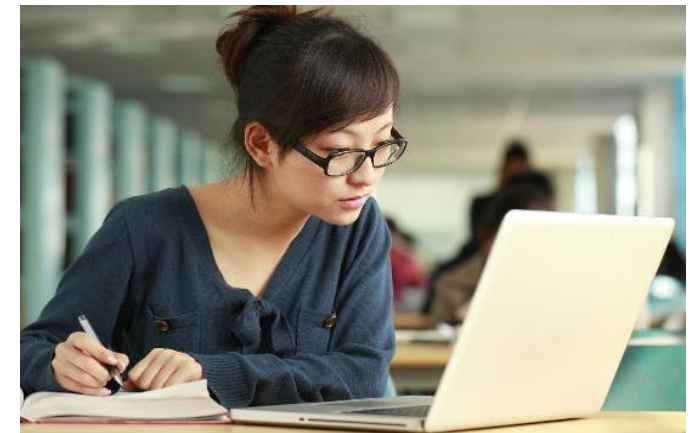
Registration Appeal Training Modules

- Role of the Registration Appeal Committee

- Sources & Limits of Authority

- Procedural Fairness

- Hearings

- Decision-making process

Subject Matter Experts

- Marjorie Hickey, KC – Partner, McInnes Cooper

- Ryan Baxter – Partner McInnes Cooper

- Angela Simmonds – Senior Advisor, McInnes Cooper

- Jillian Strugnell – Partner, Cox & Palmer

Catalogue (draft)

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Network-led Training for Professional Regulators' Volunteers & Staff

Online training modules for regulators' staff, statutory committee and board members provide formal and structured training on topics related to professional regulation. Staff and volunteers from both health and non-health regulators can access the modules. Self-directed online training modules can be accessed at anytime throughout the year and enable staff and volunteers to complete training at their own pace as an orientation to their roles.

Ten general training modules relate to staff, statutory committee and board members' roles. Five additional modules relate to adjudicative committees. Modules were developed by experts in professional regulation. Each module consists of a 20-minute video, recommended resources and a quiz. Participants receive verification of successful completion for each module.

The Network acknowledges funding for the development and implementation of the training modules from the Province of Nova Scotia and Government of Canada.

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Statutory Committee & Board Training Modules

Upon completion of each module, attendees will have a general understanding of the concepts and principles addressed in the module, and be able to apply the information to their role.

Module 1: Expectations of Volunteers - This module addresses expectations related to preparation and participation on a statutory committee or board, the principles of confidentiality and conflict of interest, and the roles and responsibilities of the board and statutory committees. Recommended for staff, statutory committee and board members.

Module 2: The Public Interest Mandate - This module addresses the meaning of *the public interest*, the roles of public representatives and registrants on boards and statutory committees, and identifies those parties with an interest in the regulation of professions and trades. Recommended for staff, statutory committee and board members.

Module 3: Professional Regulation—This module addresses the roles and functions of a regulatory body, government's role in professional regulation, title protection, scope of practice and the standards of good regulation. Recommended for staff, statutory committee and board members.

Module 4: Organizational Structure and Roles—This module addresses the role of staff, committee members, and board members, and differentiates operations from governance. Recommended for staff, statutory committee and board members.

Module 5: Governance Documents—This module summarizes the governance documents that direct regulatory functions, including legislation, regulations, bylaws, and policies. Recommended for staff, statutory committee and board members.

Module 6: A Primer on Rules of Order—This module addresses the role of the chair and meeting processes, including flow, the agenda, when a motion is required, process and participation. Recommended for staff, statutory committee and board members.

Module 7: Principles of Administrative Law - This module addresses the principles of administrative law. Recommended for staff, statutory committee and board members.

Module 8: Equity, Diversity, Inclusion (EDI) and Cultural Competency - This module addresses the principles of EDI and cultural competency. Recommended for staff, statutory committee and board members.

Module 9: Decision-making— This module provides a broad overview of decision-making frameworks, their format and use, documentation, exceptions, reasons, substantial agreement and substantial difference. Recommended for staff, statutory committee and board members.

Module 10: Regulatory Tools— This module includes a glossary of terms, including good character, competence, incapacity, and fitness to practice. The module addresses scope of practice, practice standards, codes of ethics and professional misconduct. Recommended for staff, statutory committee and board members.

Module 11: Registration & Licensing Review—This module addresses general registration requirements and processes, and the purpose of licensure. Profession-specific training will be provided to volunteers in advance of their participation on committees. Recommended for members of the Registration & Licensing Review Committee.

Module 12: Sources and Limits of Authority - This module addresses sources and limits of authority, including the Fair Registration Practices Act, human rights legislation and the Canadian Free Trade Agreement, and the concepts of disclosure of information and judicial review. Recommended for staff and members of adjudicative committees.

Module 13: Procedural Fairness -This module addresses how to identify and manage bias, and the concepts of impartiality, and notice and disclosure. Recommended for staff and members of adjudicative committees.

Module 14: Hearings -This module addresses the types of evidence considered in a hearing, fair and objective interviewing skills and a culturally sensitive hearing process. Recommended for staff and members of adjudicative committees.

Module 15: Decision-making Process - This module addresses evidence evaluation, decisions, reasons and trauma-informed decision making. Recommended for staff and members of adjudicative committees.

Learning Pathways

Registration & Licensing Review Committee Training

Includes modules 1, 2, 7, 8, 11, 12, 13, 14, 15.
Fee: to be determined

Expectations of Volunteers

🛡 Preparation

🛡 Participation

🛡 Confidentiality

🛡 Conflict of Interest

🛡 Roles and responsibilities of board members and statutory committee members (e.g., legal, communication, board charter, terms of reference)

🛡 Norms of virtual meeting

Public Interest Mandate

- What is the public interest?

- Role of the public member

- Role of the registrant

- Identification of those with an interest in professional regulation

Principles of Administrative Law

- A broad overview

Equity, Diversity & Inclusion Cultural Competency

- Principles of EDI & cultural competency

Angela Simmonds

Diversity, Equity & Inclusion Lead with McInnes Cooper

Role of the Registration Appeal Committee

- Registration requirements

- Registration process

- Purpose of licensure

Sources & Limits of Authority

- FRPA
- CFTA
- Specific legislation
- Human rights
- Disclosure of information
- Judicial review

Procedural Fairness

- Identifying & managing bias

- Impartiality

- Notice & disclosure

Hearings

- File / oral

- Types of evidence

- Fair & objective interviewing skills

- Culturally sensitive hearing process

Decision-making process

- Evidence evaluation

- Decisions & reasons

- Trauma informed decision-making

Content

- 20-minute video
- Quiz
- Recommended resources

Next Steps

- Content development continues
- Module development
- Communicate registration process
- Implement in October 2024
- Plan learning modules for board members

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Questions

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