

NSCN Registration and Licensing Committee Terms of Reference



In accordance with the requirements of the *Nursing Act*, S.N.S. 2019, c.8, and the by-laws made thereunder, the NSCN Board shall appoint a Registration and Licensing Committee composed of:

- At least one (1) public representative;
- At least one (1) registrant from each designation regulated by the College; and
- Such other number of registrants and public representatives as the Board determines.

Committee Membership*

- Committee composition will be at least twelve (12) members, including a minimum of:
 - Three (3) licensed practical nurses;
 - Three (3) registered nurses;
 - Three (3) nurse practitioners; and
 - Two (2) public representatives.

The Board shall appoint a Chair and a Vice-chair of the Registration and Licensing Committee.

Panel Membership

Upon receipt of a referral of a matter, the Chair will appoint a panel of at least three (3) Committee members to act as the Registration and Licensing Committee, including at least:

- One (1) public representative;
- One (1) registrant of the same designation as the respondent; and
- One (1) other person as determined by the Chair.

Term of Office

Committee members hold office for one (1), two (2) or three (3) year terms as directed by the Board, and are eligible for reappointment.

Registrant members who have a complaint filed against them shall recuse their membership on the Committee unless the Chair determines otherwise.

Quorum

Pursuant to the *Nursing Act*, a quorum of the panel shall consist of at least three (3) members including one (1) public representative.

All decisions require the vote of the majority of the panel.

Mandate

The Registration and Licensing Committee is established by the *Nursing Act* to exercise the powers and functions as provided for in the Act, Regulations and By-laws, including without limitation the following activities:

General registration, license and renewal matters

- Review registration, license and renewal matters referred to it by the CEO and make decisions on such matters in accordance with the *Nursing Act*, regulations, bylaws and relevant policies;
- Where needed in the performance of its duties, exercise the powers, privileges and immunities of a commissioner under the *Public Inquiries Act*, except the powers of contempt, arrest and imprisonment.

Nurse practitioners requesting changes in client population

- Upon referral from the CEO, determine whether a nurse practitioner is approved to practise with a different client population; and
- The Committee may require a nurse practitioner to complete a competence assessment and bridging education before determining whether the nurse practitioner is approved to practise with a different client population.

In addition the Committee Chair, or Vice-Chair acting as chair in the absence of the Chair:

- Directs the selection of a panel of Committee members;
- Acts as Chair of the panel, or where the Chair does not sit on the panel, directs the appointment of one of the panel members to serve as Chair.

The Chair of the panel is responsible for chairing meetings of the panel and ensuring any required decisions are complete, include sufficient reasons.

Criteria for Membership on Committee

- For the initial Committee formed at the time of the proclamation of the *Nursing Act*, members must have been a member of a regulatory committee, board or council of the CLPNNS or CRNNS at the time of proclamation.
- No committee member may be a member of the NSCN Board or an employee of NSCN.

**Additional Criteria for Registrant Members*:*

- A registrant must hold a licence at the time of initial appointment to the Committee (the time they are first appointed to the Committee, not including any reappointments).
- Registrants whose licences expire while serving on the Committee, who do not renew those licences, remain eligible to serve on the Committee until the expiry of their term.

- Such registrants may be eligible for reappointment if the overall composition of the Committee ensures sufficient numbers of licensed registrants are available to meet the requirements of the By-laws.
- Generally, a registrant who has not held a licence for a period of five years, will not be eligible for reappointment.

Additional Skills for Chair and Vice Chair:

- The Chair and Vice-Chair must have experience conducting meetings.

Approved: June 5, 2019
Revised: June 20, 2020
Revised: September 30, 2020