



## PROFESSIONAL CONDUCT TERMS OF REFERENCE 2020 -2021

<p><b>Composition</b></p> <p>All members are appointed by the RNANT/NU Board of Directors</p>	<ul style="list-style-type: none"> <li>• At least five registered nurses or nurse practitioners</li> <li>• Two Public Representatives – one from the Northwest Territories and one from Nunavut or the Northwest Territories</li> </ul> <p><b>Note:</b> <i>These members constitute the “pool” of members who may be assigned to either the Investigation Committee, the Appeals Committee or the Board of Inquiry Panel</i></p> <ul style="list-style-type: none"> <li>• Executive Director/Registrar ex-officio (non-voting)</li> <li>• Director Professional Conduct Review (non-voting)</li> </ul>
<p><b>Term of office</b></p>	<ul style="list-style-type: none"> <li>• Three years and may be reappointed by the Board of Directors</li> </ul>
<p><b>Chairperson &amp; Deputy Chairperson</b></p>	<ul style="list-style-type: none"> <li>• Chairperson and Deputy Chairperson are appointed by the Board of Directors</li> <li>• The Chairperson and Deputy Chairperson shall hold office for a three -year term and may be reappointed</li> </ul>
<p><b>Responsibilities for all committee members (as set out in the NT/NU Nursing Profession Act 2004 - Part 7 – Review of Conduct) and Bylaws 5, 6 and 25.</b></p>	<p>Address issues and complaints of unprofessional conduct and nursing practice</p> <p>May be involved in Alternate Dispute Resolution</p> <p>May be involved in Investigations</p> <p>May be a panel member for a Board of Inquiry</p> <p>May be a panel member for an appeal of the Board of Inquiry decision and order</p>
<p><b>Other responsibilities</b></p>	<p><b>Chairperson:</b></p> <ul style="list-style-type: none"> <li>• Conducts the business of the meeting</li> <li>• Submits an annual report to the RNANT/NU Board of Directors</li> </ul> <p><b>Deputy Chairperson:</b></p> <ul style="list-style-type: none"> <li>• May act for and on behalf of the Chairperson</li> </ul> <p><b>Note:</b> <i>The Chairperson and Deputy Chairperson may make decisions jointly.</i></p>



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	<p><b>Executive Director:</b></p> <ul style="list-style-type: none"> <li>• Provides update to Board of Directors regarding current and ongoing professional conduct cases.</li> </ul> <p><b>Director of Professional Conduct Review:</b></p> <ul style="list-style-type: none"> <li>• Maintains confidential minutes/documentation at the RNANT/NU office</li> <li>• Coordinates and plans meetings</li> <li>• Receives complaints</li> <li>• Requests evidence</li> <li>• Investigates complaints</li> <li>• Writes investigation reports</li> <li>• Coordinates/mediates/negotiates settlement agreements for approval by the Chairpersons</li> <li>• Coordinates interim panels</li> <li>• Coordinates Boards of Inquiry</li> <li>• Coordinates appeal panels</li> </ul> <p><b>Board of Inquiry Panel</b></p> <ul style="list-style-type: none"> <li>• Minimum of 2 Professional Conduct Committee members appointed by the Chairperson</li> <li>• The Public Representative appointed as the Chairperson of the panel</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Meeting as a whole – as required</li> <li>• Meeting of the Chairperson/Deputy Chairperson – monthly</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• The committee is accountable to the RNANT/NU Board of Directors</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>• As approved by the RNANT/NU Board of Directors</li> </ul>
<b>Review Date</b>	<ul style="list-style-type: none"> <li>• Terms of Reference will be reviewed every three years</li> <li>• Any changes are presented to the Board of Directors for approval</li> </ul>

March 2020