



COLLEGE AND ASSOCIATION OF NURSES of the Northwest Territories and Nunavut

Registration Committee

Terms of Reference

The Registration Committee is a standing Committee established by the *Nursing Professions Act, SNWT 2023, s29* (the “Act”) and the *Nursing Professions Act, SNU 2023, c23* (the “Nunavut Act”) and in accordance with CANNN bylaw 9.

Purpose

The purpose of the Registration Committee (the “Committee”) is to review any appeals or concerns brought forward by registrants to or against decisions made by the College and Association of Nurses of the Northwest Territories and Nunavut (CANNN) (the “College”). The Committee may act on these requests in accordance with the *Act* and the *Nunavut Act*.

Authority and Decision Making

The purpose of the Registration Committee (the “Committee”) is to make recommendations to the Board of Directors in accordance with its powers and functions as provided in the Act and Bylaws. There are two primary functions of the Committee.

1) Appeals by Registrants

- Upon receipt of a request for review, review decisions where an applicant or registrant:
 - Has been refused registration;
 - Has been refused a license;
 - Has been refused the renewal of a license; or
 - Has conditions or restrictions imposed on a registration or license.
- Hold pre-review conferences to determine the procedures for the review, including whether the review is to be conducted orally or in writing and whether the term of a registrant’s existing registration or license should be extended pending the review;
- Render a written decision with reasons as soon as practical after the completion of the review;
- Assess costs, if any, to be paid by the applicant if the application for review is denied.

2) Eligibility Review

- In accordance with the principles of CANNN: integrity, accountability, collaboration, inclusion, and transparency, the Committee aims to review applications in a transparent, objective, and

fair manner. If the Deputy Registrar/Registrar feels that an application for registration and/or renewal requires additional consideration for licensing, it may be referred to the Committee. These applications may include but are not limited to:

- i. Internationally Educated Nurses;
 1. Internationally Educated Nurses who have undergone an Inspire Global Assessment
 - ii. Fitness to Practice Reviews;
 - iii. Applications which have had conditions or been found guilty of professional misconduct;
 - iv. Applications who have self declared that there are events, circumstances, conditions or matters which may impact their ability to deliver safe and competency care.
- Hold pre-review conferences to determine the procedures for the review, including whether the review is to be conducted orally or in writing and whether the registrant should be granted a temporary license for the duration of the review;
 - Render a written decision with reasons as soon as practical after the completion of the review.

Committee Membership Structure

The Board of Directors (the “Board”) shall appoint a Registration Committee in accordance with the requirements of the *Act* and the *Nunavut Act* and the bylaws made thereunder.

The Committee shall be comprised of:

- At least seven nurses, with all efforts to represent both territories, and all designations of nurses regulated;
- The Registrar or Deputy Registrar (non-voting);
- One person who is a member of the public; and
- Subject to recommendation, one person who is a member of the public in Nunavut and who is recommended by a Minister responsible for a statute of Nunavut regulating the profession of nursing.

The Board shall designate a Chairperson and a Deputy Chairperson of the Committee.

The Deputy Chairperson may act as chair in the absence of the Chairperson.

Criteria for Committee Membership

For a registrant of the College to be eligible for Committee membership, the member must hold a license in good standing with the College at the time of the initial appointment and at the time of any reappointment.

Members of the College whose licenses expire while serving on the Committee, who do not renew those licenses, remain eligible to serve on the Committee until the expiry of their term.

The Executive Director, Registrar, and Deputy Registrar are not eligible to be a voting member of the committee but may attend to provide support and present findings.

All potential members must submit an application along with two letters of reference which will be reviewed and considered by the Board.

The Board appoints members of the Committee based on interest, ability, and availability.

Duration of Term and Eligibility for Reappointment

Committee members are appointed for a term of three years.

At the end of a term, a Committee member may be:

- Reappointed for three years; or,
- Discontinued.

The maximum term a Committee member may serve is nine years.

If a Committee member who is a registrant of the College has a complaint filed against them, they shall recuse their membership on the Committee unless the Chairperson determined otherwise.

Quorum

A quorum of the Committee shall consist of 50% + 1 Committee member and may include the Chairperson.

All decisions require the vote of the majority of the Committee members.

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Approved by: Megan Wood

To be Reviewed: Annually

Responsible Department: Registration