

# **Hearing Tribunal & Complaint Review Committee (HT & CRC)**

## **TERMS OF REFERENCE**

### **Purpose**

The Hearing Tribunal & Complaint Review Committee is a statutory committee responsible for conducting hearings, review of a proposed settlement of a complaint, and review of dismissals of complaints made about the conduct, skills, judgment, or fitness to the practice of a Registered Acupuncturist in accordance with Part 4 of the Health Professions Act (the “Act”).

### **Membership**

Council must appoint members to a membership list consisting of no fewer than four (4) regulated members to be used for appointing members to both hearing tribunals and complaint review committees.

Regulated Acupuncturists considered for appointment should:

1. Have practiced as a Registered Acupuncturist for at least five years,
2. Be a member in good standing at the time of the appointment by Council,
3. Be respected within the acupuncturist community for having high professional and ethical standards and having no records of unethical behavior or professional misconduct.

### **Terms of Office**

1. The term of office of a regulated member on the membership list established under section 15 of the Act is three (3) years.
2. The term of office of a regulated member on the membership list established under section 15 of the Act may be extended for up to three (3) additional years.
3. In accordance with section 16(2) of the Act, a member of a hearing tribunal or complaint review committee continues to hold office after the expiry of the member’s term until the member is reappointed or a successor is appointed.
4. A member may be removed from the Hearing Tribunal & Complaint Review Committee where a motion to that effect is passed by the Council.

### **Duties and Responsibilities**

The Chair and members must:

1. Work with Registrar, Hearings Director, and Complaints Director, as needed to deal with conduct and competency related duties as listed in the Act,
2. Familiarize themselves with Part 4 of the Act and related regulation, standards of practice, and code of ethics,

3. Receive training on trauma informed practice and sexual violence, and any other training specified by the Minister,
4. Attend and conduct reviews or hearing proceedings providing that there is no conflict of interest, in accordance with the Act,
5. Make findings and orders pertaining to a hearing in accordance with the Act,
6. Provide a written decision, including reasons, on the matter in accordance with the Act,
7. Attend and conduct a re-hearing in accordance with the Act where indicated, and
8. Carry out additional duties as specified by the Health Professions Act, the bylaws or Council.

### **Expenses and Compensation**

Members of the committee may be entitled to compensation in accordance to the CAA honorarium and expense policies.

### **The Chair may also be asked:**

1. To identify the need of members and explore training opportunities.
2. To call meetings as needed.
3. To attend appeals of Hearing Tribunal & Complaint Review Committee decisions to the Council and attend other proceedings.