

What is the Health Professions Review Board (“Review Board”)?

The Review Board is an independent administrative tribunal created under Part 4.2 of the *Health Professions Act*. The Review Board has the following powers and duties:

- to review certain registration decisions of the designated health professions colleges,
- to review the timeliness of college inquiry committee complaint dispositions or investigations,
- to review certain dispositions by the inquiry committee of complaints made by a member of the public against a health professional, and
- to develop and publish guidelines and recommendations to assist colleges with registration, inquiry and discipline procedures that are transparent, objective, impartial and fair.

The members of the Review Board are appointed from across the Province by government after a merit-based process and are selected for their knowledge, expertise and community service. Review Board members must not be current registrants or current board members of any of the regulated health professions.

How to Request a Review

An Application for review must:

- be in writing,
- identify the decision, investigation or disposition to be reviewed,
- state the relief sought, and if it involves a registration decision or complaint disposition, why you think the decision or disposition should be changed,
- contain the name, address and telephone number of the applicant and any agent acting for them,
- include an address for service for delivery of any notices about the review, and
- be signed by the applicant or the applicant’s agent.

You must deliver a copy of your application to the Review Board and to the college involved. If you are applying for a review of a complaint disposition you must also deliver a copy to the health professional who is the subject of your complaint.

Time Limit to apply for Review

The applicant, registrant or complainant must deliver a written application for review to the Review Board and to the other party within **30 days** of receiving written notice of the decision, notice or disposition that is to be reviewed.

There is no fee for filing a Review.

Who are the Parties to a Review?

The parties involved in a review may be:

- the individual who has requested the review (an applicant for registration or a person who has made a complaint to a college about a health professional)
- the college that made the decision being reviewed
- the health professional who is the subject of a complaint

It is not necessary for the parties to be represented by a lawyer in a review. A party that chooses to have a lawyer assist them is responsible for the cost of their own lawyer. A party may also be represented or assisted in a review by an agent or someone who is not a lawyer.

Reviews that are conducted by an oral hearing are generally open to the public, unless the Review Board orders otherwise.

After a written or oral review the Review Board will issue a written decision and will deliver a copy to each party. Review Board decisions are also available to the public on request and will be posted on the Review Board’s website.

The Review Board provides an accessible process for the public review of certain decisions of the self-governing health professions colleges that is independent, transparent, fair and respectful.

The Review Process

The first step in a review will be for the Review Board to contact the parties to gather more information.

The College must provide to the Review Board a copy of the record of their proceedings – this is called the Registration Record or the Record of Investigation. The Record will generally be provided to the person requesting the review and any other party. Some information may not be disclosed if there are privacy or other concerns.

The Review Board will first determine whether there are opportunities to resolve the matter informally without the necessity of a hearing and if so, attempt to resolve the issues between the parties using various early resolution processes (for example, mediation, a case management conference or settlement meeting).

If the early resolution process is unsuccessful in resolving the issues the Review Board will hold a pre-hearing conference to guide the parties' preparation for a review hearing.

The Review Board will inform the parties of the written, oral or electronic review hearing by a written notice of hearing. Whenever practical, oral hearings will be in or near the community where the applicant or complainant resides (within BC). A party may apply to the Review Board to participate in an oral hearing by telephone where attendance at the hearing in person would pose a hardship.

To Request a Review

You may visit our website to print an Application for Review or write a letter to the Review Board asking for a review.

You must hand-deliver, courier, mail or fax the Application form or letter to:

**Health Professions Review Board
Attention: Executive Director
PO 9429 STN PROV GOVT
Victoria BC V8W 9V1**

Fax: 250-953-3195

How to Get More Information

Please visit our website at www.hprb.gov.bc.ca or contact the Review Board office if you have any questions.

Phone: 250-953-4956
(in Victoria)

Toll Free 1-888-953-4986
(within BC)

Office Location:

Suite 900 – 747 Fort St.
Victoria, British Columbia



Health Professions Review Board

**Health Professions Act
RSBC 1996 Chapter 183**

Visit our website at www.hprb.gov.bc.ca