



CONDUCTING A DISCIPLINE HEARING

Advanced Program

Friday, October 21, 2011

8:30 a.m. – 4:15 p.m.

**Osgoode Professional
Development Centre**

1 Dundas St W, 26th Floor
Toronto ON

Faculty:

Brian Gover, LL.B.

Stockwoods LLP
&

Richard Steinecke, LL.B.
Steinecke Maciura LeBlanc

This advanced program was developed because of the success of the Basic Program and an identified need for advanced training. It is a “beyond-the-basics” learning opportunity for adjudicators. The advanced program will help discipline panel members develop their skills to deal with challenging situations while chairing hearings and deliberations. The program is intended to develop critical thinking and the “how to” needed to meet unique situations. Participants will learn how to confidently control the proceedings, demonstrate fairness, assess the evidence, facilitate panel deliberations and ensure adequate reasons for the decision while meeting head-on, a complex array of challenges that can arise in hearings.

Discipline Orientation Committee

- **Anita Ashton**, College of Physiotherapists of Ontario
- **Maryan Gemus**, Ontario College of Pharmacists
- **Carolyn Gora (Chair)**, College of Physicians and Surgeons of Ontario
- **Tina Langlois**, College of Medical Radiation Technologists of Ontario
- **Ravi Prathivathi**, College of Nurses of Ontario

Friday, October 21, 2011

8:30 a.m. – 9:00 a.m.

**Registration and
LIGHT CONTINENTAL BREAKFAST**

9:00 a.m. – 9:10 a.m.

Welcome from Federation
Introduction of Faculty and
Participants

9:10 a.m. – 9:15 a.m.

Overview of Day
Introduction to the concepts
of controlling the proceedings,
giving parties a fair opportunity to
participate, explaining the decision,
and managing conflicts/potential bias

9:15 a.m. – 10:45 a.m.

“You’re In Charge” – Case Scenarios
Groups of 4-6 members will consider
challenging situations that test the
panel’s ability to be in charge of
conducting the hearing and control
the proceedings

10:45 a.m. – 11:00 a.m. BREAK

11:00 a.m. – 12:00 p.m.

“Give Everyone a Chance” – Role Play
Attendees will act out scenes which
demonstrate the first and last rule
structure for objections, motions,
and submissions, and how the panel
ensures fairness to the parties

12:00 p.m. – 12:45 p.m.

LUNCH (provided)

12:45 p.m. – 1:45 p.m.

“Only the Evidence” – Case Scenarios
Small groups will discuss and report
on how they would deal with the
evidence and how the evidence forms
the basis for the decision

1:45 p.m. – 2:30 p.m.

“Explain Yourself” – Role Play
Attendees will act out the
deliberation process, highlighting the
Chair’s role in leading the deliberation
process and how it is separated
from the reason-writing process. A
perfunctory credibility assessment,
which could lead to an appeal, will be
demonstrated

2:30 p.m. – 2:45 p.m. BREAK

2:45 p.m. – 3:15 p.m.

“Explain Yourself” – Role Play
The scenario continues as facilitators
help attendees to understand the
requirements for adequate reasons in
their decisions

3:15 p.m. – 4:00 p.m.

**“No Connection with Participants” –
Group Discussion using Scenarios**
Scenarios will be presented which
demonstrate situations where panel
members may find themselves
unwittingly mingling with the parties
or realize that they may know a
witness from their personal or
professional lives

4:00 p.m. – 4:15 p.m.

Concluding Remarks and Evaluation

All registrations will be confirmed via fax or email within five (5) business days of receipt of the form. If you do not receive a confirmation, please contact the Federation office by phone (416-493-4076), fax (1-866-814-6456), or email (info@regulatedhealthprofessions.on.ca)

See Registration Form for rates and payment information.

Conducting a Discipline Hearing Registration Form

Contact information: (for name badge) Dr. Mr. Ms. Mrs. Other (Please specify _____)

Registrant's Name: _____
 Organization: _____
 Street Address: _____
 City: _____ Province: _____ Postal Code: _____
 Phone #: _____ Fax #: _____
 Registrant's Email : _____

Name of person completing form (if different from Registrant): _____
 Email/Phone # of person completing form: _____ / _____
 Send registration information to: Registrant Person completing form Both

Attendance: (Please note that registration fees are the same for both in-person and webcast options)
 In-person Webcast (available for Basic Program and Panel Presentation only)
By October 15, connection details will be sent by email; binder will be couriered

In-Person Basic or Advanced Program Registrants:

Dietary restrictions (e.g., allergies): _____
 Have you attended a Federation Discipline Hearing Program previously? Yes No
 Have you participated in one or more discipline hearings? Yes (1) Yes (between 2-5) Yes (6 or more) No
 Are you willing to participate in a scripted role play? Yes, Basic program Yes, Advanced program No

| <u>RATE SCHEDULE</u> | | <u>Early Bird (Pre-Sept 15)</u> | <u>Regular Sept 15 & After</u> | <u>Total</u> |
|--|--------------------|---------------------------------|------------------------------------|--------------|
| Basic Program (Oct 20, 2011) | Federation Member* | \$470 | \$520 | \$ _____ |
| | Non-Member | \$570 | \$620 | \$ _____ |
| Advanced Program (Oct 21, 2011) | Federation Member* | \$470 | \$520 | \$ _____ |
| | Non-Member | \$570 | \$620 | \$ _____ |
| Basic & Advanced Programs | Federation Member* | \$850 | \$940 | \$ _____ |
| | Non-Member | \$1,030 | \$1,120 | \$ _____ |
| Panel Presentation (Oct 20, 2011) 5:00 p.m.-6:30 p.m. | With Session* | \$75 | \$100 | \$ _____ |
| | Without Session* | \$100 | \$150 | \$ _____ |
| | Non-Member | \$150 | \$175 | \$ _____ |
| Subtotal | | | | \$ _____ |
| Plus 13% HST (HST#871392825) | | | | \$ _____ |
| TOTAL | | | | \$ _____ |

***Member rates apply to all Council, Committee Members, and Staff of Federation members**

Submit completed forms to the Federation Office via:
 email: info@regulatedhealthprofessions.on.ca, or
 Fax: 1-866-814-6456, or
 Mail: Federation of Health Regulatory Colleges of Ontario
 Suite 301 - 396 Osborne St, PO Box 244
 Beaverton ON L0K 1A0
 Make cheques payable to:
Federation of Health Regulatory Colleges of Ontario

Payment Method:
Cheque VISA MasterCard AMEX

If by credit card:
 Card #: _____ Exp: _____
 Cardholder's Name: _____
 Signature: _____
(If completing form electronically, cardholders not able to include e-Signature will be contacted for verification)

Cancellation Policy: Cancellations received in writing not less than ten (10) business days prior to the event will receive a full refund. Cancellations received less than ten (10) business days will not be refunded, but substitutions are permitted.

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[Click here to submit by email](#)