

**Thursday, October 20, 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

**Program Objectives**

This program is designed to provide professional regulators with a comprehensive orientation to the discipline process. At the conclusion of the session, participants will have an understanding of:

- Relevant principles of administrative law
- Roles of various participants in the hearings process
- Activities that occur prior to a hearing
- Procedures associated with the hearings process
- Responsibilities of panel members

**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

# CONDUCTING A DISCIPLINE HEARING



## Basic Program

**Thursday, October 20, 2011**

**8:30 a.m. – 9:00 a.m.**

**Registration and  
LIGHT CONTINENTAL BREAKFAST**

**9:00 a.m. – 9:30 a.m.**

**Introduction and Legal Framework**  
Topics include: applicable legislation, jurisdiction, the public interest, confidentiality, disclosure, allegations, penalties and costs

**9:30 a.m. – 10:00 a.m.**

**Video of a Discipline Hearing**

**10:00 a.m. – 10:30 a.m.**

**Principles of Administrative Law**  
Topics include: nature of a hearing, natural justice, transparency, burden of proof and accountability

**10:30 a.m. – 10:45 a.m. BREAK**

**10:45 a.m. – 11:00 a.m.**

**Fitness to Practice (FTP)**  
Topics include: how the FTP process differs from discipline, definition of incapacity

**11:00 a.m. – 11:30 a.m.**

**Pre-Hearing Procedures**  
Role play will focus on the Pre-Hearing Conference and the goal of narrowing the issues, coming to an agreed statement of fact, and developing joint submissions on penalty

**11:30 a.m. – 12:15 p.m.**

**Roles of Various Participants in the Hearing Process**

Discussion will focus on the roles of panel members, prosecution and defence counsel, independent legal counsel, intervenors, media, experts, witnesses, court reporters, and staff

**12:15 p.m. – 1:00 p.m. LUNCH  
(provided)**

**1:00 p.m. – 2:30 p.m.**

**The Discipline Hearing**

Through role play, attendees will experience an abbreviated contested hearing

**2:30 p.m. – 2:45 p.m. BREAK**

**2:45 p.m. – 3:00 p.m.**

**The Discipline Hearing (continued)**

**3:00 p.m. – 4:00 p.m.**

**Responsibilities of Panel Members**

Discussion will focus on panel member conduct prior to, during, and after the hearing by using real case examples of situations where panel member conduct is questioned

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

**\*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](mailto: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.

Confirmation: 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](mailto:info@regulatedhealthprofessions.on.ca))

[Click here to submit by email](#)