

**Faculty**

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&  
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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**

- **Tina Langlois**, College of Medical Radiation Technologists of Ontario (Chair)
- **Eyal Birenberg**, College of Optometrists of Ontario
- **Aoife Coghlan**, College of Occupational Therapists of Ontario
- **Genevieve Plummer**, Ontario College of Pharmacists
- **Ravi Prathivathi**, College of Nurses of Ontario

# CONDUCTING A DISCIPLINE HEARING



## Advanced Program

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

**See Registration Form for rates and payment information.**