

COMMITTEE APPOINTMENT APPLICATION FORM

Purpose

Thank you for your interest in serving on a committee of the Regulator.

NSOTR uses an intentional approach to Committee selection. It serves the public interest for NSOTR to have diverse Committees with a balance of skills, knowledge, and perspectives.

The NSOTR Appointments Committee reviews applications from all registrants who express interest in serving on a committee of the Regulator. This form helps the Appointments Committee understand the skills, knowledge, and perspectives a candidate would offer to NSOTR committees.

Please submit a completed copy of this form (either scanned or filled out digitally) and any supporting documents via e-mail to info@nsotr.ca.

Section 1: Candidate Information

Name:

Email:

NSOTR Registration Number:

Current Employer

City/County

Job Title

Primary Area(s) of Practice:

Years of Practice:

Yes No

Are you currently, or have you previously been, a member of a committee of the Regulator?

Yes No

Are you aware of any ongoing matter or conflict of interest that may impact your ability to ethically and competently serve on a Committee of the Regulator?

Yes No

Are you currently subject to a licensing sanction or ongoing regulatory process with NSOTR or any other professional regulator?

If "yes" to any of the above questions, please provide details:

Section 2: Committee Interest

Committees are organized by area. Committees in the same area may share members, depending on workload and frequency of meetings.

Please indicate which areas you are interested in. Rank the areas from most interest (choice #1) to least interest (choice #4). You do not need to rank all areas. If you do not rank an area, we will assume you are not interested in serving on the committees in that area.

Choice #1			
Choice #2			
Choice #3			
Choice #4			
Area	Minimum Experience	Committees	Description
Registration and Licensing	<u>Two</u> years of practice experience	Registration & Licensing	Reviews applications for registration and licensure, re-licensure, and renewal that have been referred by the Registrar.
		Registration & Licensing Review	Reviews registration and licensing decisions upon request of the applicant.
Professional Conduct	<u>Five</u> years of practice experience <i>Please note that some committees in this area may require past experience with professional conduct processes.</i>	Complaints	Receives, investigates, and reviews complaints against past or present registrants.
		Fitness-to-Practise	Reviews concerns, complaints, or reports regarding a registrant's incapacity.
		Reinstatement	Reviews applications for reinstatement of registration or licensure following the revocation of a registrant's licence or a registrant's resignation as a result of a complaint.
		Professional Conduct	Conducts hearings into matters referred by the Complaints Committee.
Continuing Competence	<u>Three</u> years of practice experience	Continuing Competence	Responsible for developing, implementing, and evaluating the Continuing Competency Program
		Practice Review	Conducts practice reviews to confirm a registrant is practicing safely, ethically, and competently in all areas of their practice.
Professional Practice	<u>Three</u> years of practice experience	Professional Practice	Develops and maintains the Standards of Practice that occupational therapists are expected to meet.

Section 3: Skills Self-Assessment

Please complete the below self-assessment to help the Appointments Committee understand the knowledge, skills, and perspectives you can offer a committee. Committee members are *not* required or expected to possess all listed skills, knowledge, or attributes.

Please describe your knowledge and experience using the following rating system:

0 = no knowledge or experience in this area

1 = basic knowledge in this area

2 = some experience and practical application in this area

3 = advanced knowledge and/or extensive experience in this area

If relevant, please briefly describe one or more examples of how you demonstrate the specific skill, competency, or attribute. If you prefer, you can write your examples in a separate document and attach it to this form.

SKILLS	0	1	2	3
Committee Experience <ul style="list-style-type: none"> • Experience setting agendas, chairing or leading meetings, taking notes, and making decisions with a group • Punctual and reliable in attendance at meetings 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples:				
Interpersonal Communication <ul style="list-style-type: none"> • Experience actively participating in meetings, engaging in active listening, and asking meaningful questions • Ability to clearly and succinctly articulate ideas in conversation • Comfort raising opposing or alternate points of view to ensure that issues are fully debated, even if you feel pressure to conform 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples:				

SKILLS	0	1	2	3
Technological Skill & Knowledge <ul style="list-style-type: none"> • Experience learning and using web-based technologies for communication, sharing documents, and collaborating, including e-mail and video-conferencing platforms. • Knowledge of new technologies and their potential application or current use in Occupational Therapy practice, such as Artificial Intelligence or digital healthcare information software. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples:				
Legal Knowledge <ul style="list-style-type: none"> • Experience working with legal processes and relevant legislation, including the court system, quasi-judicial tribunals, and/or professional disciplinary hearings. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples:				
Writing <ul style="list-style-type: none"> • Experience drafting, preparing, or reviewing formal documents, such as investigation or case summaries, decision notes with reasons, and/or Standards of Practice. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples:				
Policy Development <ul style="list-style-type: none"> • Experience with policy development, including creating new policies, considering plans for implementing a policy, and evaluating the effectiveness of existing policies. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples:				

SKILLS	0	1	2	3
Cultural Competence <ul style="list-style-type: none"> Experience with and ability to understand, communicate and effectively interact with people across cultures. This may include working with diverse communities (e.g. African Nova Scotian, Indigenous, and persons of colour; 2SLGBTQ+; persons with disabilities, etc.) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples:				
DIVERSITY:				
<p><i>The NSOTR Board is committed to creating diverse, inclusive, and equitable committees that are representative of all Nova Scotians. We encourage applications from candidates who would contribute to the diversity of NSOTR committees. If you do not wish to self-identify or if this section is not applicable to you, please leave this section blank.</i></p>				
<p>Please indicate if you self-identify as or describe yourself as representing any of the following:</p> <ul style="list-style-type: none"> Indigenous African Nova Scotian/persons of African descent Visual minority 2SLGBTQ+ Person with disabilities Immigrant or Refugee Other (please explain below) 				
<p>If you wish, you may indicate how you would contribute to the diversity of NSOTR committees:</p>				
<p>Self-identification:</p>				

Section 4: Resume / CV

Please **attach a copy of your resumé/CV**, outlining your current or previous experience and other applicable work or volunteer experience. A cover letter is not required.

Section 5: Declarations

<input type="checkbox"/>	I understand that the role and mission of NSOTR Committees is to govern and regulate in the public interest, not in the interest of the profession.
<input type="checkbox"/>	I understand that as a Committee member, my role is defined by that Committee's Terms of Reference, and I would not be an internal advisor to NSOTR staff.
<input type="checkbox"/>	I am willing to abide by whatever rules the Committee sets for itself and honour decisions of the Committee even if I did not personally support them.
<input type="checkbox"/>	I am not aware of any conflict of interest outside of NSOTR that could influence me, or be reasonably perceived to influence me, to act in a manner that is contrary to the goals of NSOTR, which include: <ul style="list-style-type: none">• Serving and protecting the public interest in the practice of the profession;• Subject to the public interest, preserving the integrity of the profession;• Maintaining the public and registrants' confidence in the ability of NSOTR to regulate the profession.

I certify that all statements made on this application are true and complete to the best of my knowledge. I understand and agree that any misrepresentation, omission, or falsification of information provided may result in disqualification from the selection process. I understand and agree that the information I have provided will be used to assess my suitability for membership on the NSOTR Board and may be viewed and used by the NSOTR Board, Appointments Committee and staff involved in the selection process. I authorize NSOTR to use all information I have provided with my application for the above-noted purposes.

Signature:		Date:	
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