

Thank you for your interest in becoming a regulatory committee member with the Nova Scotia College of Nursing (NSCN).

Please complete this application form and submit it to [board@nscn.ca](mailto:board@nscn.ca) by **Friday, March 21 at 11:59 p.m. AT.**

What do you need to know before starting the application?

- The application may take up to 60 minutes to complete and progress can be saved by clicking the “Save” button at the top of the form so you may return to the application later.
- You will be answering questions about how you demonstrate the values, attributes, skills and knowledge outlined in the [NSCN Competency Profile for Regulatory Committee Members](#), based on examples from your professional and personal experiences. Examples will help in assessing how your knowledge, skills, and qualities connect to the role of a committee member.
- We encourage you to complete the self-identification section to help us understand if we are reaching individuals from equity deserving groups to further diversify our committee membership. This section is not mandatory.

You will receive an email confirmation following the submission of your application.

For any questions about the application process, committees, or if you require accommodation during the application process, please get in touch with NSCN staff [board@nscn.ca](mailto:board@nscn.ca) or phone, 902-444-NSCN (6726) or 1-833-267-NSCN (6726) and ask for the Governance Team.

## PRIVACY STATEMENT

NSCN collects, uses, discloses, stores, and retains personal information in accordance with its obligations under section 130 and 131 of the [Nursing Act](#), the Canadian Standards Association Model Code for the Protection of Personal Information, and privacy best practices.

The personal information you provide in this application form is collected by NSCN staff and members of the Selection Committee for the purpose of recruiting, evaluating, and selecting committee members. The personal information you provide when completing this application form may be disclosed by NSCN to others, but only in accordance with the consent to disclose that you give by submitting this application form (see further below) or as otherwise authorized or required by law. If you have any questions or concerns about NSCN’s privacy practices, please contact NSCN’s Privacy Officer at [Privacy.Officer@nscn.ca](mailto:Privacy.Officer@nscn.ca).

## Section 1: Applicant Information

1. First/Last Name:
2. Pronouns:            They/Them/Theirs                            She/Her/Hers                            He/Him/His
3. City/Town and Province:
4. Email Address:
5. Type of Applicant:            LPN                            RN                            NP                            Public Member
6. If you are a nurse, what is your Registration Number?  
(If applicable, confirm number through [Search for a Nurse](#))
7. If you are a nurse, what is your practice area?

What type of [NCSN committee](#) are you most interested in serving? Please visit the NCSN Committees page to learn more (Click all that apply):

First Instance Committees (Complaints, Registration and Licensing, Fitness to Practise)

Adjudicative Committees (Professional Conduct, Registration and Licensing Review, Reinstatement)

## Section 2: Self-Identification

NCSN is committed to putting equity, diversity, and inclusion at the forefront of all we do. One area of focus is increasing our cultural diversity on committees to accurately represent the publics we serve and to better understand the needs of all communities accessing nursing care within the province. The following questions will help us understand if we are reaching individuals from communities that are underrepresented in NCSN's committee composition. Collection of this data and its disclosure is limited to the small number of NCSN staff processing applications, and the Selection Committee, who review the applications. Completion of this section is voluntary.

1. Do you identify as First Nations, Inuk/Inuit, and/or Métis?

First Nations (Mi'kmaq)

First Nations

Inuk/Inuit

Métis

Another Nationhood, please specify:

No

Do not know

Prefer not to answer

## 2. Which category(ies) best describes you? Check all that apply:

*In our society, people are often described by their race or racial background. These descriptions are not based in science, but our race may influence the way we are treated by individuals and institutions.*

Black (example: African, African Canadian, Afro-Caribbean descent)

Indigenous (First Nations, Inuk/Inuit, Metis)

East Asian (example: Chinese, Japanese, Korean, Taiwanese descent)

Latin American (example: Hispanic, Latin, American descent)

Middle Eastern (example: Arab, Persian)

West Asian (example: Afghan, Egyptian, Iranian, Kurdish, Lebanese, Turkish)

South Asian (example: Bangladeshi, Indian, Indo-Caribbean, Pakistani)

Southeast Asian (example: Cambodian, Filipino, Indonesian, Thai, Vietnamese)

White (example: European descent)

Another race category, please specify:

Do not know

Prefer not to answer

## 3. What language(s) do you speak and/or sign on a regular basis at home?

*Language spoken and/or signed most often” at home refers to the language the person speaks and/or signs most often at home at the time of data collection. A person can report more than one language as “spoken and/or signed most often at home” if the languages are spoken and/or signed equally often.*

English

French

American Sign Language (ASL)

Another language, please specify:

Prefer not to answer

## 4. What is your gender?

*Gender refers to an individual’s personal and social identity as a man, woman, or non-binary person (a person who is not exclusively a man or a woman). A person’s gender may differ from their sex at birth, and from what is indicated on their current identification or legal documents such as their birth certificate, passport, or driver’s license. A person’s gender may change over time. Some people may not identify with a specific gender.*

Two-spirit

Questioning

Non-binary

Another gender identity, please specify:

Woman

Do not identify with any gender

Man

Prefer not to answer

## 5. Are you someone with trans experience?

*The term “trans-experience” specifically refers to the firsthand experiences of individuals who identify as transgender. It encompasses their journey of identifying with a gender different from the one assigned at birth. This includes aspects like gender dysphoria, transitioning, social acceptance, legal and healthcare challenges, and the impact of intersectionality<sup>1</sup>. The trans-experience is unique to each individual and should be understood and respected within their own context.*

*Trans-experience **does not** refer to experiences gained by cisgender individuals through knowing or interacting with transgender people in various settings such as work, personal or social interactions.*

Yes

No

Prefer not to answer

## 6. What is your sexual orientation?

Two-spirit

Lesbian

Gay

Bisexual

Pansexual

Aromantic

Asexual

Heterosexual/Straight

Questioning

Another sexual orientation, please specify:

Prefer not to answer

## 7. Do you consider yourself to have any disabilities?

*Disability is defined here as the loss or limitation of opportunities to take part in society equally due to social, attitudinal, and environmental barriers such as inaccessible buildings, inflexible organizational policies, procedures, and patronizing or negative attitudes.*

Yes

No

Prefer not to answer

## 8. What age group do you fall within?

20 – 29

50 – 59

30 – 39

Over 60

40 – 49

Prefer not to answer

<sup>1</sup> The interconnected nature of social categorizations such as race, class, and gender as they apply to a given individual or group, regarded as creating overlapping and interdependent systems of discrimination or disadvantage.



4. Provide an example when you have had to review large amounts of written material within set timelines and used the information to analyze and support good decision-making.

5. Provide an example of how you have demonstrated integrity (being honest, trustworthy and open about your opinions).

6. Provide an example that demonstrates your ability to collaborate (work effectively with others.)

7. Provide an example that demonstrates your commitment to fostering inclusivity whereby you worked towards an environment in which everyone feels valued, can fully participate and is treated with respect and dignity.

8. Provide an example that demonstrates your objectivity, describing a time when you had to make justifiable decisions based on evidence and good information.

9. Provide an example when you demonstrated strong communication skills whereby you had to articulate a perspective and engage in respectful, productive and sometimes difficult discussions.

10. NSCN offers training for the various skills and knowledge regulatory committee members will need to fulfill their role.

Use the following scale to rate your current understanding of the following topics.

1. I do not understand the topic at all.
2. I have a limited understanding of the topic.
3. I have a moderate understanding of the topic.
4. I understand the topic well.
5. I have a very strong understanding of the topic

**Topic 1:** Understanding of the role and philosophy of NSCN, the public protection mandate of NSCN, the applicable legislation, regulations, bylaws and policies, and the core work of NSCN and its committees

If your rating is 3, 4 or 5, please describe how you obtained this understanding.

**Topic 2:** Understanding of the need to protect the privacy and confidentiality of the information reviewed by the committee.

If your rating is 3, 4 or 5, please describe how you obtained this understanding.

**Topic 3:** Understanding and practice of ongoing learning, appreciation, and respect for unique perspectives, cultural contexts, power imbalances and biases in deliberation and decision-making.

If your rating is 3, 4 or 5, please describe how you obtained this understanding.

## Section 5: References

Please provide two (2) references who can speak to how you meet the values and attributes, and additional knowledge and skills outlined in the [NSCN Competency Profile for Regulatory Committee Members](#). References may include employers, colleagues, professional, personal, or volunteer connections, educational instructors, etc. Applicants who have been shortlisted by the Selection Committee will be notified prior to NSCN reaching out to references.

Reference 1: Name, Organization, Position, Phone, Email

Reference 2: Name, Organization, Position, Phone, Email

## Section 6: Opportunity

The committee member role requires a time commitment to effectively carry out the role. The number and length of committee meetings in a year varies. On average, committee members should be prepared to attend four (4) to six (6) committee meetings a year with 1 - 3 hours spent preparing for each meeting. Committee members are encouraged to participate in optional professional development and education sessions provided by NSCN. Will you able to dedicate this level of time commitment to committee work and/or learning?

Yes

No

If you have answered “No,” please provide further details to explain in the blank below.

As there are a limited number of annual committee positions, not all applications will result in an appointment. Should you not be appointed in this cycle, may we keep your application on file for two years and contact you should future opportunities arise?

Yes

No

How did you hear about this opportunity?

## Section 7: Consent to Disclose Personal Information

I understand and agree by submitting this application to serve on a NSCN committee, I am agreeing to and providing NSCN with consent to disclose to the NSCN Board, Selection Committee Members, and NSCN staff involved in the application process my personal information collected in this application or otherwise. This information will be used to assess my application for current and/or future appointments on an NSCN committee. If appointed to a committee, my first name, last name, and member designation may be published on NSCN's website for transparency and accountability purposes. I may exercise my right to access, request corrections to, or withdraw my consent to disclose my personal information by contacting NSCN's Privacy Officer at [Privacy.Officer@nscn.ca](mailto:Privacy.Officer@nscn.ca).

For transparency and accountability, personal information for the purposes of this application includes first and last name, pronouns, city/town, province, email address, nursing designation, employment information, volunteer experience, and education credentials.

## Section 8: Commitment to Serve

Clicking this box serves as my commitment to sit on NSCN Regulatory Committees for a three-year term beginning on June 1, 2025.

Clicking this box confirms that I do not have a conflict of interest outside of NSCN that could influence me, or could be perceived to influence me, to act in a manner that is contrary to the objects of NSCN, which include:

- Serving and protecting the public interest in the practice of the profession;
- Subject to the public interest, preserving the integrity of the profession; and
- Maintaining public and registrants' confidence in the ability of NSCN to regulate the profession.

## Section 9: Certify Application

Clicking this box serves as my electronic signature and certifies 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 application process. I understand that the information provided will be used to assess my suitability for the NSCN Regulatory Committees to which I am applying and may be viewed and used by the NSCN Board, NSCN Selection Committee, and NSCN staff involved in the application process. By electronically submitting this application, I hereby certify that I have read and agreed with these statements and conditions and authorize NSCN to use all information I have provided with my application for the above-noted purposes.

Please email the completed form to the Nova Scotia College of Nursing at [board@nscn.ca](mailto:board@nscn.ca).

# NSCN Competency Profile for Regulatory Committee Members

## Committee Members – Registrants and Public Representatives

In order to support strong decision-making in the public interest, every committee member will demonstrate the following values and attributes:

- i. **Commitment to engage with role:** Willingness to learn and ability to devote time to committee meetings
- ii. **Information analysis and judgement:** Be able to review large amounts of written material within set timelines and use the information to analyze and support good decision making
- iii. **Integrity:** Being honest, trustworthy, and open about your opinions
- iv. **Collaboration:** Ability to work effectively with others
- v. **Commitment to fostering inclusivity:** Working towards an environment in which everyone feels valued, can fully participate and is treated with respect and dignity
- vi. **Objectivity:** Making justifiable decisions based on evidence and good information to best fulfill the committee's public interest mandate
- vii. **Communication:** Have strong interpersonal communication skills, including the ability to articulate a perspective and engage in respectful, productive, and sometimes difficult discussions.

Every committee member will either demonstrate, or be willing to learn, the following knowledge and skills:

- i. **Health Professions Regulation:** Understanding of the role and philosophy of health profession regulators, the public protection mandate of NSCN, the applicable legislation, regulations, bylaws and policies, and the core work of NSCN and its committees
- ii. **Confidentiality:** Understanding of the need to protect the privacy and confidentiality of the information reviewed by the committee
- iii. **Cultural Safety and Humility:** Understanding and practice of ongoing learning, appreciation, and respect for unique perspectives, cultural contexts, power imbalances and biases in deliberation and decision-making
- iv. **Procedural Fairness:** Understanding of administrative law principles, and using consistent and sound judgement to make decisions in accordance with procedural fairness principles
- v. **Conflicts of interest:** Understanding and ability to identify conflicts of interest

In order to reflect the communities that NSCN serves, and the context within which those communities receive healthcare, all committee members will be asked (not required) to identify whether they bring any of the following diverse background and perspectives:

- i. **Indigenous Identity:** First Nations, Inuk/Inuit, Métis, Mi'kmaq, Other Nationhood
- ii. **Cultural Diversity:** A variety of cultural backgrounds and experiences, including being a member of a historical Nova Scotian Community, such as African/Black Nova Scotian, Acadian and Gael/Gaelic
- iii. **Gender Diversity:** Includes non-binary, gender non-conforming, gender queer, trans-experience and other gender identities
- iv. **Ability Diversity:** Lived experience navigating a spectrum of physical, mental or cognitive abilities
- v. **Age Diversity**
- vi. **Practice Diversity (Registrants):** Includes practice experiences, backgrounds, specialties and locations

## Committee Members – Chairs and Vice Chairs

In addition to the competencies required of committee members, every committee Chair and Vice Chair will demonstrate the following knowledge and skills:

- i. **Committee Leadership:** Understanding of and experience in facilitating meetings, developing a positive culture, conflict resolution, building consensus and fostering effective decision making
- ii. **(For adjudicative committee Chairs):** Holding Hearings: Knowledge and experience of participating in and/or chairing hearings within a legislative framework, including an understanding of the principles of administrative law and procedural fairness
- iii. **(For adjudicative committee Chairs):** Decision Writing: knowledge and experience in writing defensible decisions

Every committee Chair and Vice Chair will either demonstrate, or be willing to learn, the following knowledge and skills:

- i. **Trauma and Culturally Sensitive Decision-Making:** Understanding and sensitivity to the effects of stress or potential stress on individuals involved in regulatory processes and ability to create safe spaces and trust-building processes that are also culturally sensitive.