



## Guidelines on Merit-Based Appointments to the Health Professions Discipline Tribunal

The Director of Discipline (Director) of the Health Professions Discipline Tribunal (Tribunal) is responsible for appointing members to the Tribunal through a merit-based process. The Director must ensure that the Tribunal has a transparent and merit-based system for selecting members. This ensures panel members have the education, training, and experience required to support the Tribunal in its work.

For tribunal member positions, the Tribunal will post opportunities publicly. Postings will outline the structure and mandate of the Tribunal and will include details of any vacant positions. These will be posted on the Tribunal's website and/or on the Crown Agencies and Board Resourcing Office website.

After the posting closes, applications will be reviewed by the Tribunal Office, and candidates will be screened based on the required competencies and relevant experience. This will be followed by the assessment of written assignments (if necessary), an interview, and the checking of references of the selected candidate.

The Director will consider the following when screening candidate applications:

- I. **Alignment with government commitments to reconciliation, diversity, and inclusion** – How do the candidate's knowledge, skills, and experience support the government's commitment to reconciliation with Indigenous Peoples? How do the candidate's knowledge, skills, and experience assist with ensuring diversity in government appointments? Is the member Indigenous or do they belong to an under-represented group, such that appointing the member would further demonstrate commitment to reconciliation and increasing diversity and inclusion within the tribunal sector?
- II. **Responsibilities** – Does the candidate have the required education, experience, and training to support their appointment to the Tribunal?
- III. **Skills and knowledge** – Do the candidate's skills and knowledge meet the requirements of the position?

Once the initial screening process has been completed, the Director will assess the candidates who have been moved forward to the next stage of the process using one or more of the following:

- IV. **Interview** – An interview will be conducted in a format where all candidates are asked the same questions in the same order. These questions will be used



to assess whether a candidate meets the requirements of the position. They will be scored by a panel of interviewers based on scoring criteria.

- V. **Written Assignment or Writing Sample** – The candidates may be asked to complete a written assignment or provide a writing sample during the application process to assess their expertise and writing ability.
- VI. **Reference Checks** – These will be conducted by one of the interview panel members. They will consist of the same questions for all reference checks done for each competition.
- VII. **Due Diligence Check** – This will be conducted using the Candidate Profile and Declaration (for Tribunals) form, to be filled out by every candidate.
- VIII. **Conflict of Interest Review** – This will be done with a form and follow-up review if a conflict of interest has been identified.
- IX. **Check of Prior Work Experience:** The candidates may be asked to verify some or all of their prior work experience.
- X. **Check of Education and Licensing Credentials:** The candidates may be asked to provide proof of their education and licensing credentials.
- XI. **Media and Social Media Review:** A member of the panel may conduct a review of a candidate's media and social media presence to identify whether they have made public statements that are incompatible with being a member of the Discipline Tribunal.
- XII. **Criminal Record Check:** A candidate may be required to consent to a criminal record check.