



Interim Practice Directive 12: Case Management Process

1. Purpose

This practice directive explains how the Health Professions Discipline Tribunal (Discipline Tribunal) manages discipline proceedings from issuance of a citation to the Consent Resolution Deadline (CRD).

This practice directive:

- explains the purpose and scope of case management;
- sets out what parties must do during case management; and
- sets out the Director of Discipline's role in managing the proceeding before the CRD.

2. Authority

The Discipline Tribunal operates under the Health Professions and Occupations Act (HPOA). When this practice directive mentions a section number, it refers to a section in the HPOA, unless it says otherwise.

3. Scope and application

This practice directive applies from issuance of the citation to the CRD.

This practice directive:

- describes how parties identify and address procedural and scheduling issues before the CRD;
- describes how parties identify potential pre-hearing issues and applications that may need to be brought after the CRD; and
- explains how the Director may give directions to support fair and efficient preparation for hearing management after the CRD.

Practice Directive 1: Filing and Service and Practice Directive 2: Time Periods for Cases Before the Discipline Tribunal apply to requests and submissions under this practice directive.

The Discipline Tribunal may vary the process set out in this practice directive in a particular case.



4. Definitions

In this practice directive:

- **Consent Resolution Deadline (CRD)** means the date after which proposals may no longer be made under section 139. The citation states this date.
- **Case Management Conference (CMC)** means a conference the Discipline Tribunal schedules under this practice directive to manage the proceeding up to and including the CRD.
- **Parties** mean the regulatory college (College) and the respondent.

5. Purpose and scope of case management

Case management supports fair, timely, and efficient progression of the proceeding before the CRD.

Case management focuses on:

- ensuring the parties understand the process and upcoming deadlines;
- promoting and supporting the resolution of a case before the CRD where possible;
- identifying and addressing procedural and scheduling issues and
- preparing the proceeding for hearing management after the CRD.

A party must raise an issue as soon as the party becomes aware of anything that may affect the fair, timely, and efficient progression of the proceeding before the CRD.

6. Case management conferences

The Discipline Tribunal will schedule at least one CMC before the CRD and may schedule more if necessary. The first CMC is mandatory.

The Discipline Tribunal ordinarily schedules the first CMC within 45 days after service of the citation.

The Discipline Tribunal holds CMCs remotely unless another format is required to address accessibility, interpretation, participation supports, or procedural fairness.

6.1 Attendance and participation

Each party must attend a CMC personally or through a person with authority to make procedural and scheduling commitments.



If a party is represented, their representative must attend.

A party requesting interpretation, accessibility accommodations, or participation supports must make the request when the CMC is scheduled or as soon as practicable after the need becomes known. Make the request in accordance with Practice Directive 3: Accessibility and Accommodations.

6.2 Presiding over a CMC

The Director of Discipline (Director) or their designate will preside at a CMC.

6.3 Matters addressed at a CMC

At a CMC, the Director or their designate may:

- assist the parties in identifying and agreeing on a proposed resolution;
- order mediation following Practice Direction 12: Mediation;
- confirm service, notice, and compliance with citation requirements;
- amend the citation as required;
- set a new hearing date with the input of the parties;
- address hearing date scheduling or rescheduling before the CRD (see Practice Directive 13: Scheduling, Changing and Adjourning Hearing Dates for details);
- identify and provide directions on procedural, scheduling, disclosure, or hearing preparation issues
- set or adjust timelines for steps to be completed before the hearing;
- identify potential pre-hearing issues and any pre-hearing applications that may need to be brought; and
- address any other matter that may assist fair and efficient preparation for hearing management after the CRD.

6.4 Directions at a CMC

After addressing matters under section 6.2, the Director or their designate may give case management directions to support fair and efficient progression of the proceeding before the CRD.



7. Requests for a CMC

A party may request a CMC at any time before the CRD.

Before requesting a CMC, the requesting party must contact the other party to confirm the other party's position.

A party requesting a CMC must file and serve the request under Practice Directive 1: Filing and Service. The request must include:

- the issue to be addressed;
- the direction requested;
- the other party's position (consent, opposed, or no position), or efforts made to obtain that position; and
- background information necessary to schedule and conduct the CMC, including proposed dates and time estimates.

8. End of case management

Case management ends on the CRD.

After the CRD:

- hearing management and pre-hearing applications proceed under Practice Directive 14: Hearing Management Conferences and Pre-hearing Applications; and
- requests to change a hearing date proceed under Practice Directive 13: Setting, Changing, and Adjourning Hearing Dates.