



## Health Professions Review Board

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### - INFORMATION SHEET - SUBMITTING "ADDITIONAL INFORMATION"

**Please Note:** This is an information document designed to assist you in preparing for a hearing before the Health Professions Review Board. It is not intended as a substitute for the *Health Professions Act* or its Regulations, the *Administrative Tribunals Act* or any Review Board Rules.

A review of a registration decision or an inquiry committee disposition is a "review on the record". This means that in every case, the Review Board will consider the "Record" for the matter. The Record is a copy of the College's file material regarding the matter that the College had available when the decision or disposition was made. The Record is produced by the College and provided by the Review Board to all parties in the early stages of the review proceedings.

The Record will be considered by the Review Board in all cases. In addition, sections 50.54(8) and 50.6(7) of the *Health Professions Act* contemplate that during the course of a review, the Review Board may receive evidence or information from a party outside of the Record if that information is necessary for "a full and fair disclosure of all matters related to the issues under review".

If any party has any additional information or evidence (documents or witnesses) that is not already included in the Record and that they want the Review Board to consider in a hearing, they must identify that information or evidence and include a statement as to why they believe it is reasonably required by the Review Board for a full and fair disclosure of all matters related to the issues under review. This may be done by using the separate [forms](#) provided in the Rules (Form 10 or Form 11) or by including a statement containing the information set out below in any written submissions or statements of points that are filed prior to a hearing.

#### LIST OF ADDITIONAL INFORMATION OR EVIDENCE FOR HEARING

I believe the following evidence or information, not part of the Record, is reasonably required by the Review Board for a full and fair disclosure of all matters related to the issues under review:

**PART I. ADDITIONAL DOCUMENTS:** (list and attach copies):

**PART II. WITNESSES:** (list their names and a brief sentence identifying who they are and what they will testify about):

**REASONS:** (state why you believe the information or evidence should be considered by the Review Board.)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_