



Health Professions Review Board

Information Sheet

Conduct of Hearing – Pre-Hearing Conferences

The Review Board sometimes use pre-hearing conferences to provide the parties with a clear understanding of their responsibilities and options throughout the hearing process. the legislative mandate of the Review Board and the requirements of the Review Board as set out in the *Health Professions Act* and the Review Board's [Rules of Practice and Procedure](#). The conference can also be used to hold an informal, “without prejudice” dialogue for the purpose of discussing early settlement of the dispute and the issues raised by the review.

A pre-hearing conference is a meeting, held by video or teleconference, conducted by a case manager and/or a Review Board member. If directed by the Review Board, all parties or their representatives are required to participate in a pre-hearing conference and must be authorized and prepared to discuss and make decisions about all items on the agenda. Following a conference, the Review Board member or staff may issue a report that may include any directions or orders made by the Review Board. This would include any facts or issues on which the parties are in agreement, the details of any agreements on the procedure to be followed and any other case management matters.

At a pre-hearing conference, the Review Board may direct the parties to consider and discuss one or more of the following, and may make orders or directions about:

- the issues - clarification
- the scheduling for delivery of the Statements of Points or other written submissions
- documents to be disclosed and the method and timing of disclosure
- production of lists of witnesses, including expert witnesses, and summaries of the anticipated evidence of witnesses
- production of any expert reports that may be relied upon
- process for determining any preliminary or interim applications
- the form, manner, date, time and location for a hearing
- opportunities for settlement of the application or a part of it, and
- any matter relevant to the conduct of the proceeding or resolution of the matter.

Parties may be required to attend one or more pre-hearing conferences.