



Health Professions Review Board

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Form 3

For Office Use Only
File No.

HPRB-HPA-

To apply for a Review of an Investigation Committee Disposition Instructions

<p>If it has been <u>30 days or less</u> since you received the College decision:</p> <ul style="list-style-type: none"> ▪ Fill out and sign this form ▪ Attach College decision ▪ Send these 2 documents to <ul style="list-style-type: none"> ▪ the Review Board ▪ the College ▪ the Respondent(s) 	<p>If it has been <u>more than 30 days</u> since you received the College decision:</p> <ul style="list-style-type: none"> ▪ Fill out and sign this form ▪ Fill out and sign Form 13 ▪ Attach College decision ▪ Send these 3 documents to <ul style="list-style-type: none"> ▪ the Review Board ▪ the College ▪ the Respondent(s)
<p>Please Note</p> <ul style="list-style-type: none"> ▪ This form, the College decision and any list of additional respondents must be submitted in PDF format. We do not accept smart phone photos. Do not send any other documents at this time, or they will be returned to you. ▪ If your complaint and the College decision involved more than one respondent, please identify which respondent you are naming for the review, and provide their name(s) and address(es) on a separate page. ▪ If you self-identify as an Indigenous person, your Review Board case manager can make sure that cultural sensitivities are respected. You may choose to self-identify at any point in the Review Board process. 	

Person Requesting Review (Complainant)

Check this box if you wish to self-identify as Inuit, Metis or First Nations

Name of Complainant		Pronouns
Mailing Address	City	Postal Code
Phone Number	Email Address	

Representative (A representative is a person who you authorize to act for you in all Review Board matters)

Name of Representative		Pronouns
Mailing Address	City	Postal Code
Phone Number	Email Address	

Decision to be reviewed

College	
Date of the college decision letter	Date you received the decision letter
Respondent Name and Occupation (for example: doctor, registered nurse, dentist, etc.)	
Respondent Mailing Address	

Submitting your application

<p>Check both boxes:</p> <p><input type="checkbox"/> I have attached the College Decision to this application in PDF format (I can submit additional documents later in the process)</p> <p><input type="checkbox"/> I understand that I must send a copy of this form to the College and the Respondent(s)</p>
<p>If sending by email, check this box and type your name:</p> <p><input type="checkbox"/> I, _____, understand that checking this box constitutes a legal signature.</p>
<p>Add Date</p> <p>_____</p> <p>Date</p>

What happens next?

- Once your application has been processed, a case manager will be assigned to guide you through the review process.
- Your case manager will request the College's investigative file, give you a copy, and ask for your submissions on the adequacy of the investigation of the investigation conducted respecting the complaint and the reasonableness of the disposition.
- A Review Board member will review the adequacy of the College's investigation and the reasonableness of its decision.
- The Review Board will make an order either confirming the complaint disposition, or referring the matter back to the investigation committee, with or without directions.
- The Review Board cannot do its own investigation of a complaint or make a different decision based on the evidence.