



Health Professions Review Board

Information Sheet

Pre-Hearing Conferences

The Review Board occasionally holds a pre-hearing conference to provide the parties with a clear understanding of the Review Board's role as set out in the *Health Professions and Occupations Act* and the [Rules of Practice and Procedure](#); and the parties' responsibilities and options in the review process. 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 case manager may issue a report that may include 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:

1. the issues - clarification
2. the scheduling for delivery of written submissions
3. documents to be disclosed and the method and timing of disclosure
4. process for determining any preliminary or interim applications
5. opportunities for settlement of the application or a part of it
6. any other matter relevant to the conduct of the review.