



CPSA Reviews

What to expect

Last revised: May 2020



This guide contains general information to assist those who will be participating in a CPSA Review.

It does not include legal advice or opinion. For any legal advice or opinions, we recommend you consult a lawyer.

About reviews

Under the [Health Professions Act](#) (HPA), if you're not satisfied with a CPSA registration or practice permit decision, you may have the right to request a review of that decision by a Review Panel, made up of CPSA Council members.

You must make your request **within 30 days** after receiving the decision. You will have the opportunity to provide written submissions in advance, and may request to speak before the Panel. You are also entitled to have legal representation.

You have **30 days** to request a review after receiving a decision.

What can be reviewed?

The following decisions made by the Registrar, Deputy Registrar or an Assistant Registrar are reviewable under the HPAⁱ:

1. Decisions on registration
2. Decisions on a practice permit
3. Decisions on reinstating a practice permit

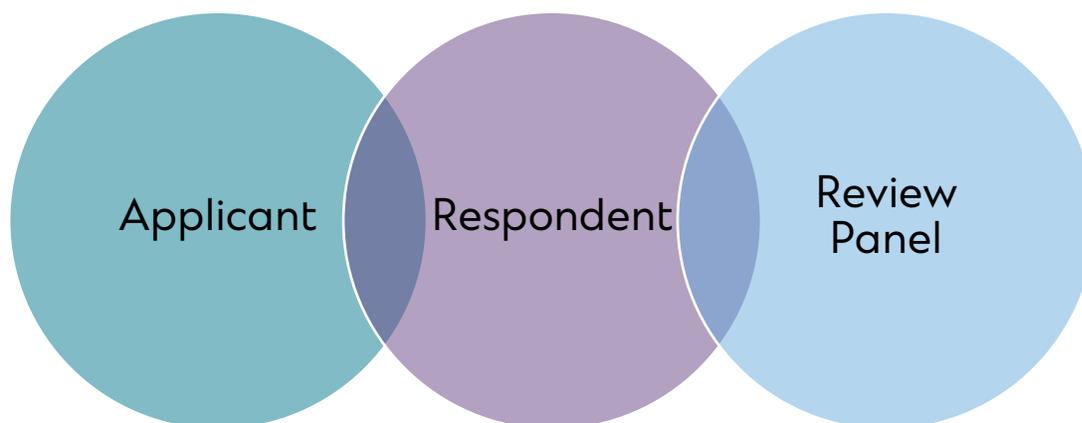
Who can request a review?

Any physician affected by a CPSA registration or practice permit decision, including reinstatement, can request a review. The physician who requests a review is called the 'applicant'.

The physician requesting a review is **the applicant**.

For more details, see Sections 31, 32 and 41 of the [HPA](#), and Section 37 of the [Physicians, Surgeons and Osteopaths Profession Regulation](#).

Who is involved in a review?



Applicant: The physician who submits a request for review.

Respondent: The CPSA Registrar or Assistant Registrar who made the initial decision.

Review Panel: The decision-maker for the review. Consists of three CPSA council members. At least one member of the Panel must be a public member of Council.

How to request a review

To request a review, you must notify the Hearings Director within **30 days** of receiving the decision. Your request must be in writing, and clearly state what you want reviewed and why (i.e., the reasons for requesting the review). Please send your request to the Hearings Director:

BY EMAIL TO: hearings.director@cpsa.ab.ca, or

BY MAIL TO: Hearings Director
College of Physicians & Surgeons of Alberta
2700 - 10020 100 Street NW
Edmonton, AB T5J 0N3

What to expect at your review:

After opening remarks and taking care of preliminary issues, both parties will get 60 minutes each to present their submissions, including any reply submissions.

At any time during the proceedings, the Review Panel can adjourn to break, or to deliberate on issues arising in the review.

Once both sides present their submissions and respond to any questions, the Chair will adjourn the review to deliberate and make a decision. The final decision is then served to both parties in writing.

Each party has
60 minutes
to present their case.

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- Review Panel Chair makes opening remarks
 - Any preliminary issues are addressed
 - Applicant party presents their submissions*
 - Respondent party presents their submissions
 - Applicant can reply to any new matters raised
 - Review Panel asks questions to clarify, as necessary
 - Review is adjourned and Panel deliberates privately
 - Written decision issued to both parties

* Note: the order of presenting my change if the applicant does not have legal counsel. This helps the applicant by providing background information.

Frequently Asked Questions:

Can a lawyer represent me?

Yes. Although it is not required, you are entitled to have legal representation. The Registrar (Deputy Registrar or Assistant Registrar) may also have legal counsel.

Can I introduce new evidence?

Reviews focus on the information used to make the original decision (e.g., materials, exhibits & records). If you want to introduce new evidence outside of this, you must apply to the Review Panel.

When and where does a review take place?

The Hearings Director schedules a review date that works for all parties involved, while still meeting HPA timelines. You will be informed on how to provide written submissions and by when.

The review itself is held as a telephone conference call or virtual meeting, however, you can ask (in writing) that it take place in person at CPSA's office. Please send this request to the Hearings Director well in advance of the review.

Are reviews open to the public?

Unlike hearings, reviews are not generally open to the public. However, if you want someone present during the review (other than your legal counsel) you can make a request to the Review Panel.

Do I have to pay for a review?

Yes. The applicant pays a fee when submitting a Request for Review as per the [Fee Schedule](#) on our CPSA website.

References:

ⁱ For more information about the types of CPSA registration or practice permit decisions that are reviewable, see sections 31 and 41 of the [Health Professions Act](#), and section 38 of the [Physicians, Surgeons and Osteopaths Profession Regulation](#).