



Newfoundland and Labrador Pharmacy Board

Policy

Public Attendance at Adjudication Tribunal Hearings Policy

May 2023

Scope of Policy

This Policy applies to all hearings held pursuant to the *Pharmacy Act, 2012 (Act)* before an Adjudication Tribunal of the Newfoundland and Labrador Pharmacy Board (NLPB) Disciplinary Panel.

Notices of Hearing

Public notice of all hearings will be posted on the NLPB website at least ten (10) days prior to the first scheduled date of the hearing.

Public Attendance at Hearings

As per section 41 of the Act, hearings are generally conducted in public, but an adjudication tribunal may exclude the public, including all media, from a hearing, or from part of it, where it determines that there is a need to protect a person against the consequences of possible disclosure of personal matters that outweighs the desirability of holding the hearing in public.

Where an adjudication tribunal orders that the public be excluded from all or a portion of a hearing, no information arising from the closed portions of the hearing may be made public, nor may any information that might lead to the identification or disclosure of information from the closed portions of the hearing be made public.

Nothing in this policy affects the authority of the Adjudication Tribunal to make orders pertaining to the attendance of members of the public at hearings.

The following rules apply to all members of the public in attendance at an in-person hearing:

- All members of the public must sign in prior to entering the hearing room.
- Members of the public arriving late will not be permitted to enter the hearing room once the proceeding has begun.
- Any person in attendance at a hearing may be required to show the contents of pockets, bags, etc. prior to entering the hearing room.
- No weapons, food, or beverages other than water in a sealed container are permitted in the hearing room.
- No electronic devices, including but not limited to, cameras, recording devices, communication devices, computers, or cell phones may be used during a hearing.
- Recording or taking photos of any part of the hearing is prohibited.
- Members of the public may not speak, whisper, or otherwise cause a disruption while a hearing is in session, and all sound-making devices must be put in silent mode.
- NLPB may limit the number of persons in attendance at a hearing to a number that is consistent with the appropriate functioning and decorum of the hearing. Where space is limited, entry will be on a first-come-first-served basis.
- NLPB may refuse entry to or exclude any person from the hearing room if they refuse to comply with any guideline or request outlined above, or with any other request made to preserve the functioning and decorum of the hearing.



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The following rules apply to all members of the public in attendance at a virtual hearing:

- Members of the public attending a virtual hearing must conduct themselves in the same manner as they would for an in-person hearing.
- All members of the public must pre-register to attend a virtual hearing.
- Members of the public must enter the virtual hearing at least five minutes prior to the scheduled start time and identify themselves on screen using their first and last name.
- No electronic devices, including but not limited to, cameras, recording devices, communication devices, computers, or cell phones may be used during a hearing, apart from the use of a device for the purpose of attending the virtual hearing.
- Recording or taking photos or screen shots of any part of the hearing is prohibited.
- Members of the public must keep their microphones muted for the duration of the hearing, and may not speak, whisper, or otherwise cause a disruption while a hearing is in session. Use of the virtual hearing platform chat service is not permitted.
- Members of the public must keep their cameras on for the duration of the hearing, unless directed by the Adjudication Tribunal to turn them off. Attendance must be from a space free from background distractions; inappropriate or distracting background images are not permitted. Walking around, eating, chewing gum, or any other potentially distracting actions are not permitted during the hearing.
- NLPB may limit the number of persons in attendance at a hearing to a number that is consistent with the appropriate functioning and decorum of the hearing. Where space is limited, entry will be on a first-come-first-served basis.
- NLPB may refuse entry or exclude any person from the virtual hearing if they refuse to comply with any guideline or request outlined above, or with any other request made to preserve the functioning and decorum of the hearing.