

Rules for Member Participation

Issued: September 9, 2011

Rules for the College Programs are required under the *Health Professions Act Regulations for Physicians, Surgeons and Osteopaths Profession*. Rules address various parameters for a program including requirements for member participation.

- (1) A member who is directed by the Assistant Registrar to participate in an assessment under section 24 of the Regulations shall cooperate with the requirements for the assessment within a reasonable timeframe provided by the Assistant Registrar.
- (2) The co-operation required of a member directed to participate in an assessment under section 24 of the Regulations will include:
 - (a) permitting the Assistant Registrar or an assessor appointed by the Assistant Registrar to enter and inspect the premises where the member engages in the practice of medicine, subject to the limitation set out in section 51(4) of the Act regarding private dwellings and publicly funded facilities,
 - (b) permitting the Assistant Registrar or an assessor to inspect the member's records of the care of patients,
 - (c) providing to the Assistant Registrar or an assessor the information requested by the Assistant Registrar or the assessor in respect of the practice of medicine conducted by the member,
 - (d) providing the information in subsection (c) in the form requested by the Assistant Registrar or an assessor,
 - (e) answering questions posed by the Assistant Registrar or an assessor on matters going to medical competence and performance,
 - (f) conferring on the contents of a draft report of the assessment,
 - (g) meeting with the Assistant Registrar or an assessor and discussing final recommendations for practice changes or improvements, and
 - (h) demonstrating the adoption of recommendations or improvements.
- (3) A member who is directed by the Assistant Registrar to participate in an interview for follow-up of an assessment shall make him or herself available within 30 days for the interview unless an extension is granted by the Assistant Registrar.
- (4) A member who is directed by the Assistant Registrar to undertake a more detailed assessment of clinical knowledge and skills shall cooperate with the requirements for that assessment within a reasonable timeframe provided by the Assistant Registrar.

Terms Used:

- *Physician* means any person who is registered or who is required to be registered as a member of this College. The College regulates physicians, surgeons and osteopaths.
- *Must* refers to a mandatory requirement.
- *May* means that the physician may exercise reasonable discretion.
- *Patient* includes, where applicable, the patient's legal guardian or substitute decision maker.

- (5) The co-operation required of a member in regard to a more detailed assessment may include, but not limited to, travel and attendance at a competence assessment program acceptable to the Assistant Registrar and payment of the associated costs.
- (6) Assessments of professional competence under subsection (11) may include medical knowledge and skills, communication skills, and fitness for practice.
- (7) In the event of an unsatisfactory assessment, the Assistant Registrar may direct a member to undertake one or more remedial actions in accordance with section 27 of the Regulations.
- (8) A member who is directed to restrict, modify, or improve their practice shall comply with that direction to the extent that, at a minimum, the Assistant Registrar is satisfied that the member's practice does not constitute an unreasonable risk of harm to patients.
- (9) The Assistant Registrar shall refer a matter to the Complaints Director if the Assistant Registrar has reasonable grounds to believe that a member:
 - (a) may be guilty of criminal conduct or unprofessional conduct, whether in a professional capacity or otherwise,
 - (b) may be incapacitated,
 - (c) displays a lack of skill or judgment in carrying out the professional practice that has not been remedied by participation in the Physician Prescribing Practices Program, or
 - (d) has refused or failed to comply with a direction of the Assistant Registrar or these rules.
- (10) A member is responsible for the triplicate prescription forms issued to the member by the Triplicate Prescription Program.
- (11) A member must ensure that all blank triplicate prescription forms are kept secure at all times.
- (12) A member must use a triplicate prescription form only when prescribing a pharmaceutical product on the Triplicate Prescription Program medication list.
- (13) A member must maintain triplicate prescription information as part of the patient record for ten (10) years by:
 - (a) keeping the physician's copy of the issued triplicate prescription forms in an accessible, secure location, or
 - (b) attaching the physician's copy of the triplicate prescription form to the patient record, or
 - (c) making a notation on the patient's chart with details of the triplicate prescription, including the triplicate prescription number, or
 - (d) in the case of electronic medical records, inserting either:
 - (i) a clear, scanned version of the physician copy of the triplicate prescription form, or
 - (ii) a notation with details of the triplicate prescription, including the triplicate prescription number.
- (14) A member shall promptly report to the College any lost, missing or stolen triplicate prescription forms issued to the member.

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- (15) The Assistant Registrar will report to the Competence Committee on request and at least yearly all activity which has been delegated to the Assistant Registrar including referrals to the Complaints Director and actions taken with members.

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