



Orientation Guide for Applicants



A message from the registrar and CEO

Patrick Rowe, MD, CCFP (EM), FCFP
Registrar and CEO



Welcome to CPSBC

A message from the registrar

On behalf of the Board and all of CPSBC employees, I would like to welcome you as an applicant. I wish you the very best as you proceed through the application process and launch your medical career here in British Columbia.

Every year, CPSBC connects with registrants about regulatory matters that affect their practice; when they renew their licence in January; when we distribute our electronic newsletter, the *College Connector*, when they take one of our online courses, or participate in an accreditation or assessment program. For most registrants, these are the only points of contact they have with the CPSBC throughout their professional lives.

Some registrants will become more involved with CPSBC. As a regulatory body, much of the work of CPSBC is done by committees comprised of practising registrants and members of the public. CPSBC has a governing board with 10 physician members and six public members, as well as ten statutory committees. All registrants are encouraged to participate on a committee, or work as one of our quality assurance program assessors.

A very small number of registrants will be involved in a complaint matter, which can be very stressful. It is important to know that CPSBC favours an educational or remedial approach to addressing complaints. We seek to understand the circumstances surrounding the event, and identifying opportunities to ensure a similar situation doesn't happen again.

If you are granted registration, we hope you will stay informed about the work and activities of CPSBC. This orientation you are about to participate in has been developed to provide you with a broad overview of who we are and what we do—and will give you a good sense of the resources available to you. After you have read the manual, you will be required to complete a brief online survey confirming your participation in this orientation.

Once again, welcome! I invite you to contact us at any time if you have a question or a concern.

How does professionally led regulation work?

Professional regulation

In BC, there are 29 regulated health professions governed by six colleges under the [Health Professions Act](#), and one under the [Social Workers Act](#).

Health Professions Act

The role and authority of CPSBC is governed by the [Health Professions Act](#) and the [Bylaws](#) made under the Act.

All registrants are expected to know and adhere to the [Health Professions Act](#), CPSBC [Bylaws](#) and CPSBC's [practice standards and professional guidelines](#).

Other legislation

Registrants should also be familiar with [other relevant legislation](#) that governs their practice.

- [Regulations](#)
- [Bylaws](#)

Practice standards and professional guidelines

CPSBC develops [practice standards and professional guidelines](#) to assist registrants in meeting high standards of professionalism and ethical conduct. The topics addressed focus on specific issues that are relevant to the practice of medicine.

Did you know?

There are currently six health regulatory colleges operating in BC:

BC College of Nurses and Midwives

BC College of Oral Health Professionals

BC College of Social Workers

College of Complementary Health Professionals of BC

College of Health and Care Professionals of BC

College of Pharmacists of BC

College of Physicians and Surgeons of BC

Our mission

Serving the public by regulating physicians and surgeons

Our values

EVOLVING

We stay current with our ever-changing cultural and social landscapes. We actively listen so we can learn, grow and adapt as necessary.

ACCESSIBLE AND DIVERSE

We are unbiased, inclusive, and culturally safe and humble. We treat everyone equally with dignity, courtesy and respect, and without discrimination.

ETHICAL

We are fair and ethical in our conduct. Our actions and our regulatory proceedings and decisions are unprejudiced and free of bias.

TRANSPARENT

Our processes and policies are accessible and applied consistently. We provide clear, relevant, and timely information about our mandate and work.

DEDICATED

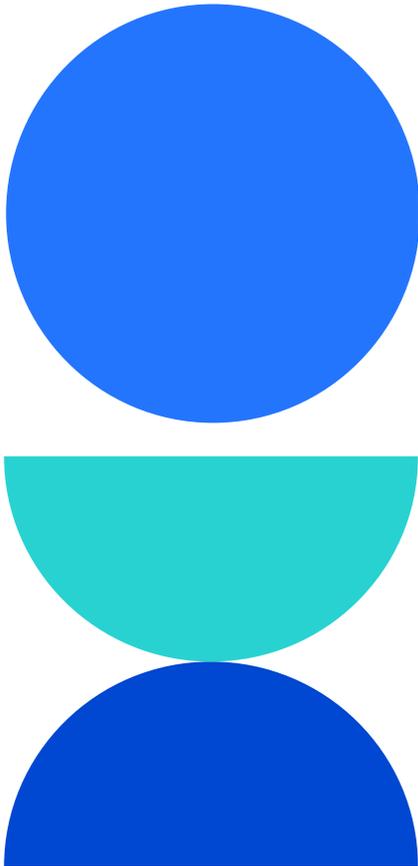
Our overriding interest is the protection and safety of the public. We are committed to fulfilling this role to ensure physicians and surgeons meet expected standards of practice and conduct.

Our mandate

CPSBC regulates the practice of medicine under the authority of provincial law. All physicians and surgeons who practise medicine in the province must be registrants of CPSBC. CPSBC's overriding interest is the protection and safety of patients. The role of CPSBC is to ensure physicians and surgeons meet expected standards of practice and conduct.

The primary function of CPSBC is to ensure that BC's physicians and surgeons are qualified, competent and fit to practise medicine. CPSBC manages processes for responding to complaints from patients and for taking action if a physician or surgeon is practising in a manner that is incompetent, unethical or illegal. CPSBC also administers a number of quality assurance activities to ensure physicians and surgeons remain competent throughout their professional lives, and patients receive care in accredited diagnostic and private medical/surgical facilities.

Who does the work of CPSBC?



Board

CPSBC is governed by a board that is made up of:

- 10 peer-elected physicians
- six members of the public appointed by the BC Ministry of Health

The Board controls and administers the CPSBC's affairs in accordance with the [Health Professions Act](#), [Regulations](#) and [Bylaws](#).

Specifically, the Board is required to:

- set strategic direction
- develop policy
- provide oversight of CPSBC's regulatory performance
- monitor and provide oversight of operational priorities

Committees

CPSBC has 10 statutory committees made up of board members, medical professionals and public representatives who review issues and provide guidance and direction to the Board and CPSBC staff, ensuring a well-balanced and equitable approach to regulation.

Registrar and CPSBC staff

The daily operations of CPSBC are administered by the registrar and other medical and professional staff.

Each of the following core areas is led by a member of the senior management team:

- Communications and Public Affairs
- Complaints and Practice Investigations
- Diagnostic Accreditation Program
- Legal Services
- Health Monitoring
- Non-Hospital Medical and Surgical Facilities Accreditation Program
- Operations and Administration
- Physician Practice Enhancement Program
- Prescription Review Program
- Professional Medical Corporations
- Records, Information and Privacy
- Registration

How does CPSBC grant registration?

CPSBC has legislated registration requirements that must be met before a physician or surgeon can obtain a licence to practise medicine in BC. Applicants who meet all of the requirements of their class of registration and have paid the applicable fees may begin independent medical practice within their scope.

Criminal record check

New registrants are required to consent to the Ministry of Justice's criminal record check as part of their application process. Criminal record checks are conducted thereafter on a five-year cycle for all registrants, or at any time a registrant's class of registration changes. Sometimes there is an additional fingerprinting requirement.

Additionally, a registrant who is charged with or convicted of a relevant or specified offence(s) at any time subsequent to the criminal record check must report the charge or conviction to CPSBC without delay. The registrant must then provide CPSBC with a new signed Consent to a Criminal Record Check form found on the [Ministry of Justice website](#).

Certificate of professional conduct

New registrants must provide an original certificate of professional conduct from all jurisdictions where they currently hold or have held a licence for medical education or to practise medicine. Registrants who practise outside of BC are required to provide a certificate of professional conduct directly from that jurisdiction's medical regulatory authority before they commence practice in BC. Registrants who practise in a jurisdiction where there is no medical regulatory authority (e.g. volunteer work) are required to have the medical director leading the team provide a letter indicating whether there are any issues that the CPSBC needs to be aware of.

In practice, registrants should advise CPSBC immediately if there is an outstanding issue (e.g. a complaint against them, or being named in a coroner's inquest). If there are no issues, registrants can start practising in BC prior to CPSBC receiving a certificate of professional conduct from the other jurisdiction.

Registrants who regularly travel to another jurisdiction to practise multiple times in a year may be eligible to provide a certificate of professional conduct by March 31 of each year from that other jurisdiction. Registrants should contact CPSBC if they regularly travel to other jurisdictions to practise.

[Request a certificate of professional conduct from CPSBC.](#)

Annual renewal of licensure

Registrants must complete a comprehensive questionnaire about their practice and pay a renewal fee on or before the last day of February.

Those who neglect to complete the process by the deadline are subject to penalties and may have their registration suspended. Registrants cannot practise medicine, prescribe or charge for services rendered without being registered with CPSBC. Upon completion of this process, the registration status is updated in real time and displayed on the [registrant directory](#).

important dates to note

January 1	Start of licence renewal
February 28/29	Deadline for submitting the questionnaire and payment of fees
March 1	Penalties applied for late licence renewal and late payment of fees
April 1	Suspension for non-renewal of licensure or non-payment of fees

Completing the questionnaire

The annual licence renewal process is conducted online through the CPSBC website. Registrants are required to log in to their account to complete the process using their CPSID number and a strong password.

CPSBC is mandated to collect information about registrants, some of which is available to the public—such as contact information, qualifications and disciplinary actions. This information is initially gathered upon registration, and is updated annually through the licence renewal process. The questionnaire also requires registrants to describe their practice, and attest to certain things such as their enrolment and compliance with continuing medical education requirements of either the Royal College of Physician and Surgeons of Canada (RCPSC) or the College of Family Physicians of Canada (CFPC).

Notification of the licence renewal process is provided by email to all registrants in late December and early January each year.

Information collected from registrants during the annual licence renewal process is stored and accessed according to BC's [Freedom of Information and Protection of Privacy Act](#).

Keeping contact information current

Registrants are required to keep their contact information up to date at all times. Business contact information can be updated during the annual licence renewal process or at any time throughout the year by logging in to the CPSBC website. Only registrants are authorized to access their online profiles and make changes to their contact information.

Note: CPSBC collects email addresses from registrants with the express understanding that email addresses are not disclosed to the public. Only communication related to CPSBC's regulatory mandate is distributed electronically. Under no circumstance does CPSBC provide its email distribution list to individuals or outside agencies, including the BC government.

It pays to pay on time

If CPSBC does not receive the annual licence renewal fee by February 28/29, a late payment penalty of C\$500 will be issued. Failure to submit the annual licence renewal fee and penalty fee before March 31 will result in a suspension of registration, ending the registrant's ability to practise medicine in BC until all fees have been received.

The renewal process must be completed by the registrant

Each registrant is responsible for the accuracy of the information provided. The annual licence renewal process must be completed by the registrant, and not by office assistants, spouses, partners or others on behalf of the registrant.

Medical corporation permits

Medical corporations ensure the practice of medicine is fully and completely controlled by registrants who remain responsible for the quality of care provided. Applications for medical corporation permits must be submitted to CPSBC for review and approval. A medical corporation permit renewal application and permit renewal fee is required each year at the time of licence renewal.



Professional liability protection

All registrants who provide medical services must maintain professional liability coverage or protection through the [Canadian Medical Protective Association \(CMPA\)](#), **or** through a BC-licensed company that provides coverage of at least C\$10 million and extends to all areas of practice, **or** through the Canadian federal government coverage under the Treasury Board [Policy on Legal Assistance and Indemnification](#).

International medical graduates (IMGs)

International medical graduates registered in the provisional class are permitted to practise medicine with specific limits and conditions granted by the Registration Committee. This includes the requirement to have both a sponsoring organization and a supervisor approved by CPSBC. Provisional registrants are required to complete Canadian qualifying exams within a specified time period, or they may be eligible to participate in a comprehensive workplace assessment to advance to the full class of registration.

Provisional class sponsorship and supervision requirements

Following initial registration in the provisional class, the provisional registrant's supervisor must provide reports to CPSBC, the sponsoring agency and the registrant at three months, 12 months and thereafter, annually. The report must contain evidence attesting to the registrant's competency and professionalism. The registrant's performance should be appraised on a regular basis, with the opportunity for the registrant to respond.

- If a provisional registrant's supervision is withdrawn due to competency concerns, registration is cancelled.
- If a provisional registrant's supervision is withdrawn for reasons other than competency concerns, and an alternate supervisor is not identified within seven days, registration is cancelled.
- If a provisional registrant's sponsorship is withdrawn at any time, registration is cancelled.

Provisional class locum policy

A new registrant in the provisional class who is initially registered to complete a locum must have a locum position for a minimum of three months in duration.

Registrants in the provisional class requesting additional locum tenens experience(s), in addition to their primary practice location, must seek initial approval from their sponsor. CPSBC may then approve such locum services on a case by case basis, subject to the requested documentation being provided.

It is the provisional registrant's responsibility to notify CPSBC prior to leaving BC for any work conducted in another jurisdiction. CPSBC must also be notified prior to any extended absence from the province, generally two months or longer.

General time frame for writing Canadian qualifying exams:

FAMILY PRACTITIONERS	
Time frame	Qualification required
Within five (5) years of being registered with CPSBC	Obtain certification with the College of Family Physicians of Canada (CFPC)

SPECIALISTS	
Time frame	Qualification required
Within five (5) years of being registered with CPSBC	Obtain certification with Royal College of Physicians and Surgeons of Canada (RCPSC)



Ensuring public safety – it's what we do

Job shadowing/preceptorships

CPSBC supports the practice of job shadowing or observing by individuals who are enrolled as students of health professions regulated by the [Health Professions Act](#), and who wish to observe as part of their curriculum. However, these individuals must be registered and licensed by the regulatory college that governs them. They must provide evidence to the physician or surgeon that they are registered and licensed at the time of the job shadowing or observing.

Accordingly, registrants should not permit individuals who are not enrolled in a regulated health profession educational program* to:

- be present during patient interviews or diagnostic or clinical examinations
- be present in the operating room or during surgical procedures
- be allowed access to patient medical records

*This does not include individuals who are employed in specific roles in registrants' offices and who are members of the office staff.

Any registrant who is supervising another physician or surgeon must verify the supervisee's registration and licensure with CPSBC. This includes clinical trainees and preceptorships.

Medical record keeping

Whether in paper or electronic format a registrant's medical records must contain comprehensive documentation of the clinical care provided to a patient, including:

- documentation of patient history, complaints and symptoms, examinations, and laboratory and imaging reports
- copies of emails or other communication with the patient, related to clinical care and follow-up, including documentation of telephone consultations or prescriptions
- copies of operative procedures, consultation reports, discharge summaries and other information created by other physicians or health-care practitioners which is relevant to the patient's medical care

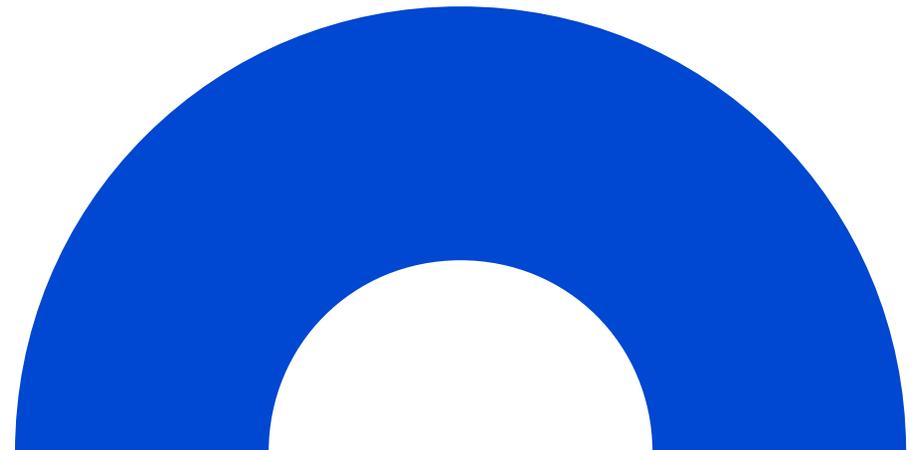
The statutory requirements for medical records are defined in sections 3-5 to 3-8 of the [Bylaws](#) under the [Health Professions Act](#). The [Bylaws](#) state that the medical record must:

- a. be in English
- b. explain the reason for the visit
- c. provide the history and record of any examination, investigations, diagnoses, treatments, and medications, and
- d. include a follow-up plan

Unlawful practice

CPSBC's public protection mandate includes ensuring that people who are not registered or licensed with CPSBC do not provide any service or treatment that is considered the "practice of medicine." The practice of medicine is a designated health profession under the [Health Professions Act](#). Only registrants are authorized to practise medicine in BC.

Individuals who claim to be registrants, and/or who offer medical services without being licensed and registered with CPSBC are engaging in unlawful practice.



Keeping current in practice

CPSBC fully endorses the principle that continuing medical education (CME) and continuing professional development (CPD) are essential components of professionalism.

Each year at the time of licence renewal, registrants are required to attest that they are enrolled and compliant with the CME requirements of either the Royal College of Physicians and Surgeons of Canada (specialists) or the College of Family Physicians of Canada (family practitioners).

Family physicians

Family physicians are assigned a five-year Mainpro+® cycle through the College of Family Physicians of Canada (CFPC). During each five-year Mainpro+ cycle, family physicians must complete and report a minimum of 250 total credits, at least 125 of which must be certified. A minimum of 25 credits must be earned and reported per year.

Learn more about the [Mainpro+ program of the College of Family Physicians of Canada](#).

Did you know?

Many organizations can offer CME or CPD credits as long as their program meets the requirements and is approved by either the Royal College of Physicians and Surgeons of Canada or the College of Family Physicians of Canada.

Currency and scope of practice

Registrants must remain current within their scope of practice. Currency means registrants must be actively practising for a minimum of 24 weeks over three consecutive years for a total of 960 clinical practice hours.

Note: Clinical practice consists of direct patient care for the purpose of making a diagnosis and/or treatment and includes diagnostic specialties such as pathology and radiology. Research, teaching, administration or medical regulation does not constitute clinical practice.

Specialists

Specialists are required to complete a minimum of 25 credits in each section of the Royal College of Physicians and Surgeons of Canada's Maintenance of Certification (MOC) Program during a five-year MOC cycle. The annual minimum of 40 credits and an overall cycle minimum of 400 credits are still applicable.

Learn more about the [MOC Program of the Royal College of Physicians and Surgeons of Canada](#).

Are you current in your scope of practice?

For example, if you are a family physician who has only practised emergency medicine in the last three years, and not community-based medicine, you are only current for emergency medicine and must contact CPSBC for guidance on what you need to do before returning to community-based practice.

Practice standards and professional guidelines

CPSBC develops [practice standards, professional guidelines and legislative guidance](#) to assist registrants in meeting high standards of medical practice and conduct. The topics addressed focus on specific issues that are relevant to the practice of medicine.

Registrants are encouraged to become familiar with CPSBC's practice standards and professional guidelines, available on the [CPSBC website](#).

A **standard** reflects the minimum standard of professional behaviour and ethical conduct CPSBC expects from all registrants on a specific topic or issue. Standards also reflect relevant legal requirements and are enforceable under the [Health Professions Act](#), RSBC 1996, c.183 and CPSBC [Bylaws](#) under the Act.

A **guideline** reflects a recommended course of action established based on the values, principles and duties of the medical profession. Registrants are expected to exercise reasonable discretion in their decision-making based on the guidance provided.

The [practice standards and professional guidelines](#) serve as a benchmark against which the conduct of individual registrants is measured. Registrants seeking clarification on the application of practice standards can [book an appointment](#) with one of the two professional support coaches who serve as “thinking partners.” They do not give advice and nor do they endorse a course of action.

Review regularly

Registrants are encouraged to become familiar with these documents and review them regularly as they are routinely updated over time.

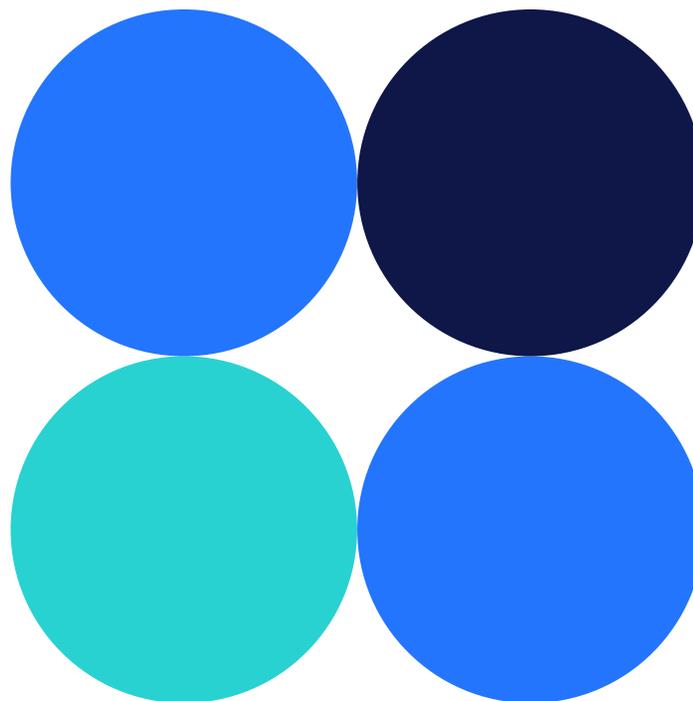
Courses offered by CPSBC

CPSBC offers online educational modules to assist registrants in continuous learning.

Topics include:

- prescribing for chronic pain
- medical record keeping
- applying practice standards

Learn more about [professional development and upcoming events sponsored by CPSBC](#).



Complaints and discipline

CPSBC receives around 1,000 complaints against registrants per year. All complaints are investigated to ensure a just and fair process for both complainants and registrants.

Complaints brought to CPSBC are initially triaged and categorized into three broad categories:

- clinical performance
- professional conduct
- boundary violations

Every complaint filed with CPSBC is reviewed by a panel of the Inquiry Committee.

Inquiry Committee

The Inquiry Committee is a standing committee under the [Health Professions Act](#). The work of the Inquiry Committee begins with a review of the material obtained through the investigation of a complaint to determine the next course of action. This may be remedial; or it may involve the registrant agreeing to specific undertakings and/or a reprimand. If the matter is serious enough, it may be referred to the Discipline Committee.

What should you do if you receive a complaint letter?

1. Open the letter immediately.
2. Do not despair. Receiving a complaint is not uncommon and the matter is often resolved by way of remediation or focused education, rather than punishment.
3. If you require legal support, contact the [Canadian Medical Protective Association \(CMPA\)](#) as soon as possible.
4. Complete and submit your written response to the complaint allegations, along with the requested documentation as soon as possible.

Note: The [Health Professions Act](#) imposes strict timelines within which a complaint must be resolved. As a result, CPSBC expects registrants to give complaints their immediate attention. Open complaints must be reported to CPSBC on certificates of professional conduct upon request. Although delays in the process may occur, it is in a registrant's best interest to provide a response along with other requested documentation as soon as they are able.

Tips for avoiding complaints

Be clear – provide clear explanations of your clinical opinion and the need for sensitive exams.

Be polite – show common courtesy and respect towards patients.

Seek consent – keep your relationship strictly professional and always ask for a patient's consent.

Maintain detailed records – maintaining comprehensive records of patient interactions helps to support your response to a complaint.

Did you know?

On average, registrants can expect to receive between zero to four complaints during their careers. The most likely response to a complaint by CPSBC is remedial and won't lead to formal disciplinary action. CPSBC strives to apply a standard of reasonableness in its decision making, and expects registrants to embrace constructive feedback about their conduct and clinical performance. A complaint represents an opportunity for reflection.

Disciplinary information about registrants

Registrants subject to formal discipline by CPSBC may face restrictions, which limit or prohibit their ability to practise medicine for a period of time. They may also be required to pay costs associated with the investigation into the complaint, as well as any legal fees paid by CPSBC. [Disciplinary actions](#) are published on the CPSBC website. When a registrant is disciplined by CPSBC it remains on record forever.

Health Professions Review Board

Under the [Health Professions Act](#), the provincial government has established the Health Professions Review Board (HPRB) as an independent tribunal tasked with reviewing the thoroughness of CPSBC's investigation and the reasonableness of the decision.

Patients who are dissatisfied with CPSBC's review and adjudication of their complaint have the right to submit the matter to the HPRB for further evaluation and review of CPSBC's action and conclusions within 30 days of receipt of CPSBC's adjudication letter.

Learn more about the [CMA's Code of Ethics](#).

Learn more about [CPSBC's complaints process](#).

Learn more about [CPSBC's practice standards and professional guidelines](#).

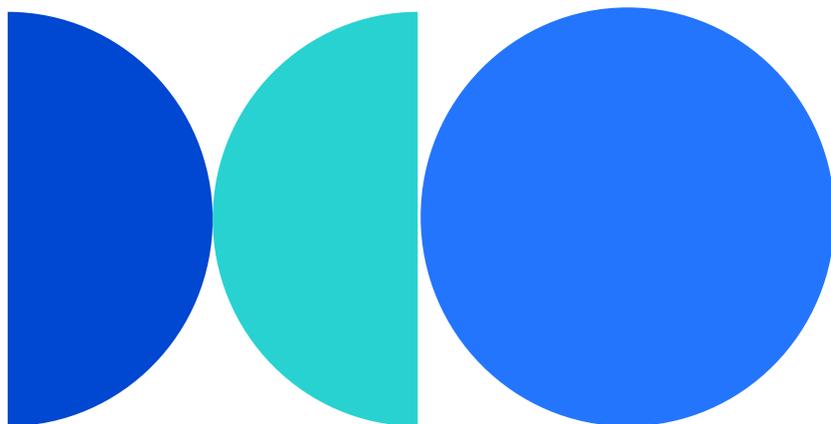
Health monitoring

Registrants have an ethical, professional and legal responsibility not to practise if they are impaired by mental or physical health diagnoses, including addictions. CPSBC encourages registrants to self-report such conditions.

Registrants with a mental or physical health diagnosis, which may affect their ability to practise medicine, may be required to either withdraw from practice for a period of time, or participate in a program to regularly monitor their condition.

During an absence from practice for health reasons, registrants' status in the register is changed to temporarily inactive and absences of more than two months can result in a refund of licence renewal fees.

Registrants have a similar responsibility to be aware of their serological status with respect to blood-borne communicable diseases, especially if they are engaging in exposure-prone procedures, and to comply with the guidelines of the Blood Borne Communicable Diseases Committee.



Getting support

Registrants and their families who need support or advice when dealing with personal or professional challenges have access to the Physician Health Program (PHP). The PHP is an independently operated program that receives funding from the Doctors of BC and the BC Ministry of Health. The PHP holds information in confidence, except as required by law, and will assist anonymous callers.

Obligations to other health-care providers

All registrants have a legal obligation under the [Health Professions Act](#) to notify CPSBC if they believe a colleague is impaired or unfit to practise medicine.

They have an additional legal duty to report any other health professional they believe is impaired or unfit to practise to their respective college.

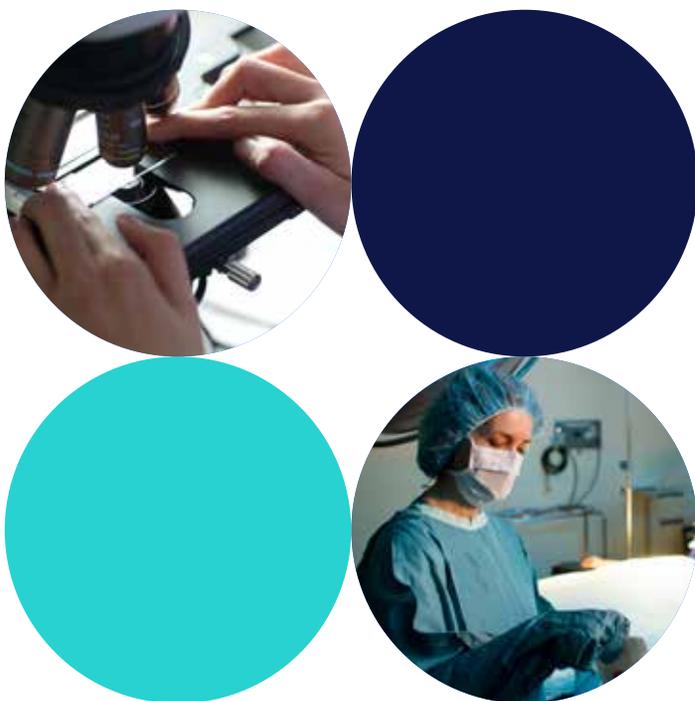
Taking care of your health

If you are struggling with a mental or physical health diagnosis, including addiction, you are encouraged to self-report your condition to CPSBC.

If you are impaired in any way, you have a legal and ethical obligation not to practise medicine.

You will be asked health-related questions on your Annual Licence Renewal Form, which you are required to answer honestly.

Programs



Accreditation programs

CPSBC administers two programs that accredit all of BC's diagnostic and private medical/surgical facilities. CPSBC's accreditation programs establish accreditation and performance standards, procedures and guidelines to ensure the delivery of high-quality health system services.

Registrants must have CPSBC approval to provide services in accredited facilities outside of hospitals.

Diagnostic Accreditation Program (DAP)

[DAP](#) establishes, evaluates and monitors performance standards, provides education and consultation in diagnostic health care, and administers 24 accreditation programs covering the five diagnostic services: diagnostic imaging, laboratory medicine, neurodiagnostics, pulmonary function and polysomnography.

The scope of the DAP includes all public and private diagnostic facilities, regardless of their funding source.

Non-Hospital Medical and Surgical Accreditation Facilities Program (NHMSFAP)

[NHMSFAP](#) requires private facilities to maintain high standards of practice. The program establishes accreditation standards to ensure the delivery of quality health services. Physicians and surgeons who work in private facilities across the province must be granted privileges by CPSBC.

All facilities, regardless of the scope of services they provide, undergo a comprehensive review prior to being awarded a term of accreditation. To ensure public protection, if a facility does not meet accreditation standards, it may be required to close until the deficiencies are corrected.

Note: Registrants who are planning to practise at a non-hospital medical/surgical facility should advise their CPSBC file manager.

Quality assurance programs

CPSBC has three quality assurance programs to ensure that every registrant in the province is practising to the highest professional standards.

- Physician Practice Enhancement Program (PPEP)
- Prescription Review Program (PRP)
- Controlled Prescription Program (CPP)

Physician Practice Enhancement Program (PPEP)

[PPEP](#) is a collegial program that proactively assesses and educates registrants to ensure they meet high standards of practice throughout their professional lives. The goal of the program is to promote quality improvement in medical practice by highlighting areas of excellence and identifying opportunities for professional development.

PPEP is comprised of three types of assessments:

- peer assessments
- self-directed assessments
- office assessments

PPEP assessments provide external evaluation using multiple measures to assess performance, knowledge, and skills. Assessments also provide initial educational support for registrants to ensure they meet appropriate and current standards of practice.

Prescription Review Program (PRP)

[PRP](#) is a practice quality assurance activity, which assists registrants with the challenging task of prescribing opioids, benzodiazepines and other potentially addictive medications. The work of the program is informed by the PharmaNet database.

Registrants are expected to employ suitable vigilance when prescribing opioids for chronic non-cancer pain.

Certain drugs require the use of a [duplicate prescription](#).

Learn more about the College's standard: [Safe Prescribing of Drugs with Potential for Misuse/Diversion](#).

Controlled Prescription Program (CPP)

[CPP](#) aims to improve patient safety by reducing inappropriate prescribing of controlled medications and preventing forgeries.

Prescriptions for the controlled medications specified in the program must be written on the duplicate prescription pad specially developed for this purpose.

Communications

CPSBC website

www.cpsbc.ca

The [registrant directory](#) is the most frequently accessed area of the CPSBC website. The directory contains real-time registrant information from CPSBC's database, including business addresses, phone and fax numbers, and details about qualifications. All regulatory actions are published on registrants' online profiles.

The website was designed to address the needs of users, where information is current, clear and easy to locate. From the home page you can access:

- news and announcements
- the [registrant directory](#)
- the [College Connector](#) and other publications
- [practice standards and professional guidelines](#)
- quality assurance and accreditation programs
- registration requirements
- continuing medical education courses and workshops
- secure login area for registrants (registrant portal)
- relevant links to other organizations and resources

College Connector

The [College Connector](#) is the official publication of CPSBC and is emailed to every registrant six times a year. The objective of this e-newsletter is to provide updates on CPSBC matters, including quality assurance programs, professional standards and guidelines, and new developments affecting CPSBC and the practice of medicine. The [College Connector](#) also alerts registrants when pertinent legislation is enacted or amended.

Note: While registrants are eligible to opt out of receiving emails from CPSBC about educational events and workshops where fees apply, they may not opt out of receiving emails related to regulatory matters, including the [College Connector](#).

Did you know?

CPSBC collects email addresses from registrants with the express understanding that email addresses are not disclosed to the public, and only communication related to CPSBC's regulatory mandate is distributed electronically. Under no circumstance does CPSBC provide its email distribution list to individuals or outside agencies, including the government of British Columbia.

Safe sender list

Add CPSBC to the "safe sender" list on your email account to ensure successful delivery of correspondence from CPSBC.

Annual Report

Each year, CPSBC publishes an [Annual Report](#), which is submitted in accordance with provincial legislation to the BC Ministry of Health.

The [Annual Report](#) provides an overview of CPSBC's activities during the year including statistics relating to registration and complaints, and financial statements. The chairs of each of CPSBC's committees are required to submit a written report of their specific activities and accomplishments to the Board.

Support coaches

Two professional coaches are available on an [appointment basis](#) to serve as "thinking partners" and to support registrants in applying practice standards. They do not give advice and nor do they endorse a course of action.

Contact CPSBC

300-669 Howe Street
Vancouver BC V6C 0B4
Telephone 604-733-7758
Toll Free 1-800-461-3008
Fax 604-733-3503
Email Form www.cpsbc.ca/contact-us

Other relevant organizations

Medical Council of Canada (MCC)

The MCC is responsible for the development and provision of the examinations which form the basic standard for qualification to practise medicine in Canada. Completion of all MCC examinations leads to recognition as a Licentiate of the Medical Council of Canada (LMCC).

Medical Council of Canada
Attention: Exam Department
2283 St. Laurent Blvd, Suite 100
Ottawa ON K1G 5A2
Canada
Telephone 613-520-2240
Fax 613-248-5234
Email service@mcc.ca
www.mcc.ca

Royal College of Physicians and Surgeons of Canada (RCPSC)

The Royal College of Physicians and Surgeons of Canada (RCPSC) is a national, private, nonprofit organization established in 1929 by a special Act of Parliament to oversee the medical education of specialists in Canada. It is the certification body for successfully completed specialist training including the administration of

specialty certification examinations.

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www.royalcollege.ca

College of Family Physicians of Canada (CFPC)

Founded in June 1954, the College of Family Physicians of Canada (CFPC) is the national medical association which supports family physicians in providing quality health care to their patients. The CFPC is the accreditation body for certification in family medicine and administers the appropriate examinations.

College of Family Physicians of Canada
2630 Skymark Avenue
Mississauga ON L4W 5A4
Canada
Telephone 905-629-0900
Toll Free 1-800-387-6197
Fax (toll free) 1-888-843-2372
Email info@cfpc.ca
www.cfpc.ca

Canadian Resident Matching Service (CaRMS)

The Canadian Resident Matching Service (CaRMS) works in conjunction with Canadian medical schools and students to provide two services: an electronic application service and a computer match for entry into postgraduate medical training programs.

Canadian Resident Matching Service (CaRMS)
171 Nepean Street, Suite 300
Ottawa ON K2P 0B4
Canada
Telephone 613-237-0075
Toll Free 1-877-227-6742
Email help@carms.ca
www.carms.ca

Health Match BC

A comprehensive, no-fee health-care professional recruitment service established by the BC Ministry of Health for the province of British Columbia, Canada.

Health Match BC
200-1333 West Broadway
Vancouver BC V6H 4C6
Canada
Telephone 604-736-5920
Toll Free 1-877-867-3061
Fax 604-736-5963
Email welcome@healthmatchbc.org
www.healthmatchbc.org

Canadian Information Centre for International Credentials

The Canadian Information Centre for International Credentials provides

information for IMGs currently overseas and IMGs who are already in Canada.

www.cicic.ca

Health Professions Review Board

The Health Professions Review Board (HPRB) is an independent tribunal tasked with reviewing registration decisions. If an applicant is dissatisfied with the Registration Committee's decision, submit the matter to the HPRB for further evaluation and review of the College's action and conclusions within 30 days of receipt of the decision letter from the Registration Committee.

PO Box 9429 Stn Prov Govt
Victoria BC V8W 9V1
Telephone 250-953-4956
Toll Free 1-888-953-4986
Fax 250-953-3195
www.hprb.gov.bc.ca

Foundation for Advancement of International Medical Education (FAIMER) / World Directory of Medical Schools (WDMS)

FAIMER is a non-profit foundation committed to improving world health through education. FAIMER was established in 2000 by the Educational Commission for Foreign Medical Graduates (ECFMG®). In partnership with ECFMG, FAIMER promotes excellence in international health professions education through programmatic and

research activities. FAIMER provides access to the World Directory of Medical Schools (WDMS).

www.faimer.org

Doctors of BC

A provincial division of the Canadian Medical Association (CMA) and formerly known as the British Columbia Medical Association (BCMA), Doctors of BC is a voluntary democratic association that advocates on behalf of its physician members. The association serves to help standardize the medical community in Canada and is governed by the *Society Act* and the constitution and bylaws of the BCMA.

www.doctorsofbc.ca

GPSC PROVINCIAL RECRUITMENT AND RETENTION STEERING COMMITTEE (PRRSC)

The PRRSC works collaboratively to create, influence and support province-wide, locally sensitive initiatives to enhance access to primary care. It brings together representatives from divisions of family practice, the GPSC, provincial and municipal governments, health authorities, educational and training institutions, professional medical associations and rural coordinators. The committee aims to understand, align, and optimize efforts to retain

family doctors in BC, and recruit new physicians to meet current and future primary care needs.

Email randrcommittee@doctorsofbc.ca
www.practiceinbc.ca

Guidelines and Protocols Advisory Committee (GPAC)

GPAC is an advisory committee of the Medical Services Commission and a joint collaboration between Doctors of BC and the BC Ministry of Health. GPAC supports both the effective utilization of medical services and high quality, appropriate patient care, by developing evidence-based, user-friendly clinical practice guidelines known as BC Guidelines. BC Guidelines are focused on circumstances in BC and are available online.

www.bcguidelines.ca