

REGISTRATION POLICY

Registration and Licensure of Physicians in the Administrative Class for the Provision of Administrative Services and/or Teaching at the College of Physicians and Surgeons of British Columbia

Purpose

To enable the College of Physicians and Surgeons of British Columbia (the College) to engage professionally inactive registrants or former registrants of the College, another Canadian medical regulatory authority, or a jurisdiction outside of Canada acceptable to the College to provide administrative services to the College and/or teach registered and licensed physicians on behalf of the College.

Background

Section 2-21 of the College Bylaws under the *Health Professions Act (HPA)* states:

Administrative

- 2-21 (1) Administrative registration may be granted
- (a) for a medical appointment to the public service or the Ministry of Health of British Columbia, upon written request from the Ministry of Health or a health authority,
 - (b) for a medical appointment to the Mental Health Review Board under the *Mental Health Act* upon written request from the chair of the Mental Health Review Board or the Ministry of Health,
 - (c) for administrative or teaching purposes to the Faculty of Medicine, UBC, upon written request from the Dean of the Faculty of Medicine, UBC, or
 - (d) for administrative or teaching purposes to the College of Physicians and Surgeons of British Columbia.

- (2) For the purposes of section 20(2) of the Act, to be granted administrative registration, an applicant must
 - (a) have a medical degree,
 - (b) have completed postgraduate training consistent with the applicant's defined responsibilities and acceptable to the Registration Committee, and
 - (c) have Canadian Citizenship, be a permanent resident or be legally able to live and work in British Columbia.
- (3) An administrative registrant must not provide direct patient care.
- (4) Administrative registration is immediately cancelled if the medical appointment, administrative or teaching roles provided under subsection (1) are terminated.

Class of registration

A physician who meets all the requirements listed in this policy will be registered and licensed in the administrative class of registration under section 2-21(1)(d) of the College Bylaws made pursuant to the *Health Professions Act*.

Policy

Limits and conditions of registration

A physician registered under this policy may not

1. prescribe,
2. write physicians orders,
3. refer patients to consultants, or
4. provide direct clinical care.

A physician registered under this policy must comply with any other limits or conditions imposed by the College.

A physician registered under this policy will be exempt from the requirement for continuing professional development (CPD) under section 2-5 of the College Bylaws (i.e. to be enrolled in the Mainpro+® program with the College of Family Physicians of Canada (CFPC) or the Maintenance of Certification (MOC) program with the Royal College of Physicians and Surgeons of Canada (RCPSC)) but is required to fulfill the College's CPD requirement by participating in a minimum of six hours of continuing professional development initiatives and courses on an annual basis.

Who qualifies for registration

1. A professionally inactive physician listed on the College register or a former physician previously listed on the College register, who retired in good standing and who is nominated by the College registrar or their designate.

2. A professionally inactive physician or former physician who retired in good standing from a medical regulatory authority in another Canadian jurisdiction or a jurisdiction outside of Canada acceptable to the College and who
 - is nominated by the College registrar or their designate, and
 - provides a certificate of professional conduct from the jurisdiction(s) they currently hold or last held licensure in, if requested.

Application and registration renewal requirements for a professionally inactive physician or former physician previously listed on the College register

1. A review by the College of the applicant's registrant file including complaint history, undertakings, reasons for retirement/resignation from the College register, if applicable, and a determination by the College as to whether the applicant qualifies for registration and licensure based on this information.
2. Payment of annual licensure fees, per schedule A of the College Bylaws.
3. Completion of the most recent Administrative Annual Licence Renewal Form upon application for registration and licensure, and annually thereafter. Verification and follow-up information may be required to the satisfaction of the College.
4. If the applicant is a former registrant of the College and has been resigned for a period of less than five years and has completed a criminal record check in the last five years, a new criminal record check is not required at the time of application but is required on the five-year cycle.

If the applicant is a former registrant of the College and has been resigned for a period greater than five years, a criminal record check is required at the time of application and every five years thereafter.

5. For registration renewal, a self-declaration that, in lieu of compliance with section 2-5 of the Bylaws, the applicant has participated during the preceding year in a minimum of six hours of continuing professional development initiatives and courses.

Application and registration renewal requirements for a professionally inactive physician or former physician who practised in another Canadian jurisdiction or a jurisdiction outside of Canada acceptable to the College

1. At the College's request, a certificate of professional conduct from the jurisdiction(s) they currently hold or last held licensure in.
2. A payment of a registration fee for the application and registration process, per Schedule A of the College Bylaws.
3. Completion of the College's application for registration.
4. A review by the College of the applicant's application and supporting documentation (e.g. certificates of professional conduct, references) and a determination by the College as to whether the applicant qualifies for registration based on this information.
5. Payment of annual licensure fees, per schedule A of the College Bylaws.

6. Completion of the most recent Annual Licence Renewal Form annually after the initial registration. Verification and follow-up information may be required to the satisfaction of the College.
7. A criminal record check prior to registration and every five years thereafter.
8. For registration renewal, a self-declaration that, in lieu of compliance with section 2-5 of the College Bylaws, the applicant has participated during the preceding year in a minimum of six hours of continuing professional development initiatives and courses.

Cancellation of registration

A physician's registration and licensure with the College under section 2-21(1)(d) of the College Bylaws is cancelled when the College terminates the appointment of a physician registered under this policy.

Effective February 27, 2020

Revised November 28, 2022