



Registration Assessment Frequently Asked Questions

What is a restricted certificate and what is an independent practice certificate?

The qualifications for a certificate of registration authorizing independent practice as set forth in Section 3 of Ontario Regulation 865/93 include:

- A medical degree from a medical school listed in the WHO's World Directory of Medical Schools;
- Successful Completion of Parts 1 & 2 of the Medical Council of Canada (MCCQE);
- Certification by examination by the College of Family Physicians of Canada (CFPC) or the Royal College of Physicians and Surgeons of Canada (RCPSC).
- One year of postgraduate medical education or active medical practice in Canada; and
- Canadian Citizenship or Permanent Resident status

Successful completion of the aforementioned requirements is the only path to an independent practice certificate in Ontario.

The College is committed to finding new and creative ways to evaluate the competence and performance of individuals who wish to practise medicine in Ontario. Council and its committees have developed registration policies and pathways that reflect this commitment. Applicants are encouraged to review these policies for any that might facilitate their registration and to contact the Applications and Credentials Department if they have questions. Registration Policies can be found at the link:

<http://www.cpso.on.ca/Registering-to-Practise-Medicine-in-Ontario/Registration-Policies>.

Members of the College who are granted a certificate of registration based on a registration practice assessment will be issued a *restricted certificate authorizing independent practice* upon successful completion of a practice assessment and approval by the Registration Committee. A restricted certificate authorizing independent practice allows physicians to practice independently in the scope of medicine in which they have been assessed. All applicants who pursue the option of an assessment for the purposes of registration should note the following:

- A minimum of one year of full time practice is necessary to initiate an assessment; **full time** practice is defined as 4 days a week/8 hours a day for 46 weeks, which translates to 184 days of clinical practice.
- Typically, the only restriction on the certificate after successful completion is scope; in other words: no fixed expiry, site restriction, or restriction for supervision. E.g. Dr. Smith may practice medicine independently in Cardiology. Individual circumstances can however, apply.
- The more you limit your practice, the more restricted your certificate of registration will be. Practicing

in walk in clinics alone does not provide for continuity of patient care and chronic condition management, and working in that setting is not an equivalent to practicing full-scope Family Medicine. Similarly, for Paediatrics and Internal Medicine practice, ensure your assessment includes both hospital and office based practice if it is your intention to practice in both settings.

Please note that you can only practice at location(s) approved by the Registration Committee as reflected in the terms and conditions on your certificate. As of June 2015, a fee is charged to request an amendment to change or add a practice location.

The Assessment Process

Just before the year of supervised practice is completed, an Assessment Coordinator in the Practice Assessment & Enhancement Department will send you a letter to indicate that the assessment process is being initiated. You will be asked to complete a Physician Questionnaire (and a Facility Questionnaire if applicable) that gives us detailed information about your practice. Specifically, to ensure we fully understand your current scope of practice so that we can assign an appropriate assessor.

Who are assessors?

Assessors are assigned based on the candidate's scope of practice.

For further details regarding Assessors, please visit the following link:

<http://www.cpso.on.ca/CPSO-Members/Member-Engagement>

When will my assessment take place?

For physicians who have been issued a certificate of registration under one of the following Council policies:

- Pathway 1 – 4
- Acceptable Qualifying Examinations
- Alternative to the MCCQE 2 examination

Physicians are required to be in supervised full time practice for a minimum of one year before an assessment is initiated. A full time practice for a year is defined as 4 days a week, 8 hours per day for 46 weeks = 184 days of clinical practice.

Physicians who work less than full time, or who take a leave of absence (e.g. maternity leave) during the year, will have to extend their supervised practice before an assessment is initiated or, depending on the length of the leave, may have to start the year of supervision over.

For physicians who have been issued a certificate of registration under the Council Policy on Academic Registration:

After a minimum of five years of practice in an academic setting, a physician may apply to the Registration Committee to undergo a practice assessment by the College with the support of their University. For details, please visit the College's website at the following link:

<http://www.cpso.on.ca/Policies-Publications/Policy/Academic-Registration>

For physicians who require an assessment as a result of Change of Scope or Re-Entry to Practice:

Physicians who, through their application for certificate of registration in Ontario, are required to complete a change in scope of practice process or a re-entering practice process must undergo a Registration Practice Assessment, and are responsible for the total cost of the assessment.

What happens during the assessment?

The standard components of the assessment are intended to evaluate performance in many of the roles identified in the CanMEDs or CanMEDs-Family Medicine framework. These frameworks describe the knowledge, skills and abilities required of physicians with respect to the provision and documentation of care. You are encouraged to review these prior to your assessment.

<http://www.royalcollege.ca/portal/page/portal/rc/canmeds> or
<http://www.cfpc.ca/uploadedFiles/Education/CanMeds%20FM%20Eng.pdf>

The assessment includes the following:

- **Records review:** to evaluate the Medical Expert and Communicator roles, the assessor will conduct a review of records, usually at each practice location. The assessment tools for the records review can be found on the CPSO website at: <http://www.cpso.on.ca/CPSO-Members/Peer-Assessment> (under Related Links).
- **Interviews with supervisors, colleagues and co-workers:** to evaluate the roles of Medical Expert, Collaborator, Professional and sometimes Manager. Colleagues are physician peers and co-workers both professional (e.g. nurses) and administrative (e.g. office assistants) staff.
- **Observation of you in your practice:** to evaluate the roles of Medical Expert, Communicator, Collaborator, Professional and Health Advocate. The assessor may observe you in all of your practice settings (i.e. office and hospital/facility).
- **Candidate Interview:** the assessor will take the opportunity to speak with you about your practice, any systemic issues you have encountered that may impact on your ability to provide appropriate care, and any issues identified in the course of the assessment in order to better understand your perspective and your practice.

What happens after the assessment?

Assessors are asked to complete the report within 4 weeks of the last day of the assessment. Once the assessment report is received, the Assessment Coordinator will schedule the report for review by the Quality Assurance Committee (QAC) to provide its recommendation to the Registration Committee (this can take up to a month). It usually takes 1 week – 10 days following a QAC meeting to receive the QAC recommendation. As soon as the recommendation is available, the Assessment Coordinator will forward the assessment report with the recommendation to the Registration Department. At that point, you will hear from a Registration Committee Coordinator who provides you with a copy of the assessment report; and you will have an opportunity to make a written submission prior to your matter (e.g. assessment report, supervision reports) being reviewed by the Registration Committee.

It is at this point that your communication with the College is directed only to your Registration Committee Coordinator. You will be notified when your file is scheduled for review.

Registration Committee meeting dates are available at this link: <http://www.cpsso.on.ca/Registering-to-Practise-Medicine-in-Ontario/Registration-Committee/Processing-Times-and-Meeting-Dates>

How long will it take for the Registration Committee to make a decision?

A letter advising you of the Committee's decision will be sent to you within 7 business days of the Committee meeting.

Please note that supervision continues until you receive a revised Certificate of Registration authorizing you to practice independently in the approved scope.

How much will the assessment cost?

You are responsible for the full costs of an assessment. The College's Finance Department will invoice you directly. Assessment costs are broken down as follows:

- Attendance fees: an hourly rate for the number of hours the assessor attends your practice to conduct the assessment;
- Preparation time spent for the assessor to review the background materials, and efforts to contact you to make arrangements for the assessment;
- Report writing fees: an hourly rate for the number of hours the assessor takes to write the assessment report;
- Travel time: an hourly rate for the time taken to travel to/from the assessment location(s);
- Travel expenses: mileage or other transportation costs (plane, bus);
- Maintenance expenses: hotel, food.

Please note the hourly rate is set annually by the College. An assessment can take 2-3 days. The more practice locations you have, the longer the assessment will take. Assessments can range on average between \$4,000 and \$10,000 but can, on occasion exceed that amount .

If I do well on my assessment, what happens next?

Upon review of the assessor's report, if the Registration Committee determines that the report identified no or minimal deficiencies, the Committee will consider issuing you a Restricted Certificate to practice independently in the scope of the practice(s) in which you were assessed.

For example:

- You are trained as an Internal Medicine specialist and you practiced under supervision. Your certificate would say that you may practice medicine independently in Internal Medicine.
- You are trained as a Radiologist and have practiced under supervision doing x-ray, ultrasound and mammography. Your certificate would say you may practice diagnostic imaging limited to x-ray, ultrasound and mammography.
- You are trained as an Internal Medicine specialist and have practiced under supervision as a primary care physician excluding Paediatrics, Obstetrics and Gynaecology. Your certificate would say you may practice primary care medicine excluding Paediatrics, Obstetrics and Gynaecology.

Once you receive a restricted certificate to practice independently, you may apply to OHIP in order to bill for services according to the designation outlined in your certificate. You will also receive CPSO Specialty Recognition as the means by which you identify yourself to the public. For example, if your certificate allows you to practice Cardiology, you may call yourself a Cardiologist and may bill OHIP as one. If your certificate allows you to practice family medicine, you may call yourself a family physician and may bill accordingly. Please note that final determination as to which specialists may bill as specialists under OHIP is the responsibility of the Ministry of Health and Long-Term Care of Ontario.

Next Steps if the Registration Committee identifies areas of my practice that require improvement.

If you wish to continue to practice in Ontario, the Committee may require you to practice for an additional period of time under supervision. The Committee may request that you meet with a CPSO Medical Advisor to develop an individualized educational plan (IEP) to address the issues identified in your assessment. You will be required to undergo a reassessment of your practice following the period of extended supervision.

Your certificate of registration may expire by virtue of its terms, conditions and limitations in the event the assessment revealed risk to patient safety, and/or there are issues pertaining to *Section 2(1) of Ontario Regulation 865/93*.

<http://www.ontario.ca/laws/regulation/930865>

What happens if my certificate expires before the assessment process has been completed?

Every attempt will be made to ensure that the assessment process is completed prior to the expiry date imposed on your certificate of registration. In instances where this is not possible, an interim extension of your restricted certificate of registration will be requested to permit the College additional time in which to complete the assessment process. You will be advised that this process has been initiated on your behalf and to expect to receive a revised certificate of registration with the new expiry date.

It remains your responsibility to ensure that you do not engage in medical practice in Ontario without a valid certificate of registration, and to request an extension should you require a leave of absence or are not practicing full time.

What if I want to expand my scope of practice?

The assessment of your practice is based on the work you were doing while under supervision. If your initial supervised practice was narrow in scope and you would like to expand your scope of practice, you are required to make an application to do so. If the Registration Committee accepts the proposal, the Committee would require you to complete a period of supervision under the expanded scope, followed by a practice assessment. Please note, effective June 1st 2015 there will be a fee for each additional practice location requested.

Examples of expanded scope include:

- A physician practicing pediatrics in a hospital who wishes to practice in a community setting;
- A physician practicing Internal Medicine and wishes to include Infectious Diseases;
- A physician whose diagnostic imaging practice is restricted to plain films and mammography who wants to practice in additional areas.

What if I write and successfully pass the exam during this process?

If it is determined that you are eligible for an independent practice license, Inquiries staff will send you a customized application package. Please note that your application will require review by the Registration Committee if you have not completed 1 year of training or practice in Canada and/or do not hold Canadian Citizenship or Permanent resident status. You may require Registration Committee review if the College receives concerning reports from your supervisor, or if there are past or current issues relating to *Section 2(1) of Ontario Regulation 865/93*.

As you are changing the class of registration, you will need to submit a new application and comply with the requirements attached to it, including submission of an application fee and other credentialing requirements. Please note that if you have obtained certification **without** examination, you may still be eligible for an independent certificate of registration; however your application will require review by the Registration Committee.

If you have successfully completed the Canadian examination(s), please notify the Applications and Credentials Department as soon as possible.

Should you have any other questions, please don't hesitate to contact the Applications and Credentials Department:

Telephone: 416-967-2617 | Toll Free: 1-800-268-7096

Email: inquiries@cpsy.on.ca