



## COUNCIL POLICY

### Assessment Candidate (Re-entry to Practice) Class

Initial Approval: March 22, 2023

Effective Date: March 22, 2023

## PREAMBLE

This Policy applies to registrants who wish to change their professional practice by entering an area of inactivity (e.g., a new area of practice), and to registrants or applicants for registration who are entirely inactive and wish to re-enter practice.

Assessment candidates may be registered in the Assessment Candidate (Re-entry to Practice) Class to meet re-entry to practice requirements, or, if appropriate, they may continue to hold their existing registration while undertaking training in the new area, provided they continue to meet all other requirements.

Registration in the Assessment Candidate (Re-entry to Practice) Class is only available to those who meet all criteria for registration except the recency of practice requirement in one of the following classes: Full (Practicing), Provisional (Academic – s. 181 Faculty), Provisional (Specialty Practice - Limited), and Provisional (Family Practice - Limited).

## CONTENTS

1. INACTIVITY .....	2
2. PRACTICING REGISTRANTS WHO WISH TO ENTER AN AREA OF INACTIVITY .....	2
3. APPLICANTS AND REGISTRANTS WHO ARE INACTIVE .....	3
4. RECENT PROFESSIONAL PRACTICE AND AREA OF INACTIVITY .....	4
5. APPROVED REQUIREMENTS FOR RE-ENTRY PLAN.....	4
6. NO NEED TO CHANGE MEMBERSHIP CLASS IN CERTAIN CIRCUMSTANCES .....	6
7. MEMBERSHIP PERIOD, AREA, OR PRACTICE SETTING.....	7
8. CONDITION(S) OF REGISTRATION.....	7
9. COMPLETION OF APPROVED RE-ENTRY PLAN.....	8
10. CANCELLATION.....	8

## 1. INACTIVITY

- 1.1. As stated in the [Practice Direction – Professional Practice and Inactivity](#), the “*approved time period*” for the purposes of subsections 3.8(c), 3.16(1)(d), 3.19(1)(d), 3.44(1)(b), and 3.44(2) of the *CPSM General Regulation* is three (3) years immediately prior to the date of application. An ‘inactive physician’ means a physician who has not engaged in the field or fields of practice in which they intend to practice for a period of three (3) or more years. A physician is deemed to be inactive in an area of practice if they have not actively practiced in the area for a period of three (3) or more years. This includes an area in which the registrant has never practiced.<sup>1</sup>

## 2. PRACTICING REGISTRANTS WHO WISH TO ENTER AN AREA OF INACTIVITY

- 2.1. For practicing registrants of CPSM who wish to enter an area of inactivity, the degree of assessment indicated and extent of any additional education and training required before approval is granted by the Registrar to enter the area of inactivity will depend on the nature of the change in professional practice. These components will be considered by the Registrar under the framework for assessment candidates that is established at Part 3 of the *CPSM General Regulation*, the Professional Practice and Inactivity Practice Direction, and this Policy.
- 2.2. Registration requirements for the Assessment (Re-entry to Practice) Class relating to registrants registered in the Full (Practising) Class, Provisional (Specialty Practice-Limited) Class, or Provisional (Family Practice-Limited) Class who intend to change their professional practice to include one or more areas of inactivity (a.k.a., new areas) are found at subsection 3.44(1) of the *CPSM General Regulation*, which provides as follows:

*3.44(1) The registrar may register an applicant in the assessment candidate (re-entry to practise) class if the applicant*

*(a) is registered in the full (practising), provisional (specialty practice-limited) or provisional (family practice-limited) class;*

*(b) indicates that he or she intends to change his or her professional practice to include one or more new areas of practice and he or she has not practised within those areas within the approved time period while registered in the full (practising), provisional (specialty practice-limited) or provisional (family practice-limited) class; and*

*(c) submits to the registrar a written description of*

*(i) the applicant's most recent professional practice and the area or areas to which the applicant intends to change his or her professional practice, and*

---

<sup>1</sup> See paragraph 2.1 of the Practice Direction – Professional Practice and Inactivity.

*(ii) a re-entry plan that meets the approved requirements.*

### **3. APPLICANTS AND REGISTRANTS WHO ARE INACTIVE**

3.1. Consideration as to whether an assessment candidate who is an inactive registrant (i.e., non-practicing) or an inactive applicant for registration is safe and competent to re-enter practice after a period of inactivity will be considered under the framework for assessment candidates established at Part 3 of the *CPSM General Regulation*, the Professional Practice and Inactivity Practice Direction, and this Policy. Subsection 3.44(2) of the *CPSM General Regulation* provides as follows:

*3.44(2) The registrar may register an applicant in the assessment candidate (re-entry to practise) class if the applicant meets each of the following requirements:*

*(a) the applicant must establish that*

*(i) he or she was registered in the non-practising membership class immediately before applying for registration in this class, or*

*(ii) he or she was not registered in any membership class;*

*(b) the applicant must establish that he or she meets one of the following criteria:*

*(i) the requirements for full (practising) membership other than the minimum practice requirement under clause 3.8(c),*

*(ii) the requirements for provisional (academic — s. 181 faculty) membership,*

*(iii) the requirements for provisional (specialty practice-limited) membership other than the minimum practice requirement under clause 3.16(1)(d),*

*(iv) the requirements for provisional (family practice-limited) membership other than the minimum practice requirement under clause 3.19(1)(d);*

*(c) the applicant must submit to the registrar a written description of*

*(i) the applicant's most recent professional practice and the area or areas to which the applicant intends to change his or her professional practice, and*

*(ii) a re-entry plan that meets the approved requirements.*

## 4. RECENT PROFESSIONAL PRACTICE AND AREA OF INACTIVITY

- 4.1. For the purposes of both subsections 3.44(1)(c)(i) and 3.44(2)(c)(i) of the *CPSM General Regulation*, a written description in the approved form<sup>2</sup> of the assessment candidate's most recent professional practice and the area or areas to which the candidate intends to change their professional practice must be submitted. This shall include a general description of the following, as applicable:
- 4.1.1. The candidate's education, training, and certification(s), including any relevant continuing professional development. Attaching a CV is advisable and may be requested in any event.
  - 4.1.2. Details respecting the following relating to current or most recent professional practice:
    - 1. field(s) and area(s) of practice,
    - 2. patient population,
    - 3. reserved acts performed,
    - 4. treatments and management provided, and
    - 5. practice environment.
  - 4.1.3. Details respecting the field(s) and area(s) of practice the candidate intends to enter (i.e., areas of inactivity), including the professional practice components enumerated in subparagraph 4.1.2., above.

## 5. APPROVED REQUIREMENTS FOR RE-ENTRY PLAN

- 5.1. To frame this section, the Registrar will apply the following principles in assessing the ability of the assessment candidate to provide safe competent care:
- 5.1.1. **Status:** As noted above, the candidate must provide the Registrar with a written description of their most recent professional practice and specific practice plans.
  - 5.1.2. **Assessment:** Where appropriate, the candidate must undergo an assessment and, as necessary, relevant education and training before entering an area or areas of inactivity. Assessment is required due to the absence of current practice experience and/or skills and knowledge, even in the absence of evidence of deficiencies in practice.
  - 5.1.3. **Objective:** The overriding objective is to assess whether the candidate has the knowledge, skill, and judgment to perform all aspects of the area of practice in question.
- 5.2. For the purposes of both subsections 3.44(1)(c)(ii) and 3.44(2)(c)(ii) of the *CPSM General Regulation*, the Registrar must be able to assess, from a registration and qualifications perspective, the ability of the assessment candidate to provide safe and competent care in the area or areas in which they intend to practice, both during and

---

<sup>2</sup> Forms are available online at: TBD

after assessment. To facilitate assessment, the candidate's re-entry plan must be completed in the required form<sup>3</sup> and include:

- 5.2.1. A description of any relevant examinations, tests, assessments, training, or education that have been undergone or that the candidate plans to undergo.
  - 5.2.2. Any planned supervision, mentorship, or other supports in respect to the area or areas of inactivity.
  - 5.2.3. The candidate's general plan for ensuring that they have the knowledge, skill, and judgment to perform all aspects of the area or areas of practice in question.
  - 5.2.4. Plans for continuing professional development.
- 5.3. Upon receipt of the re-entry plan, the Registrar may request further information from the assessment candidate or otherwise respond to concerns about its adequacy. Additionally, the Registrar may require that one or more of the following components be included before the re-entry plan is considered or approved:<sup>4</sup>
- 5.3.1. That assessment be conducted by a designated Assessor, such as an academic institution (e.g., the University of Manitoba, Rady Faculty of Health Sciences), or an expert consultant.
  - 5.3.2. A period of supervision with a practice supervisor.
  - 5.3.3. A period of mentorship with a practice mentor
  - 5.3.4. Completion of specified examinations, tests, assessments, training, or education that the Registrar considers necessary or advisable, including any recommended by an Assessor, to determine the registrant's competency to engage in the intended area or areas of professional practice.
  - 5.3.5. Any other component the Registrar determines is advisable.
- 5.4. The need for further education and training must be considered in respect to all re-entry plans. This will be based on two factors:
- 5.4.1. the candidate's specific practice plans, and
  - 5.4.2. an evaluation of the candidate's current competency, including knowledge and skills.
- 5.5. To be relevant and appropriate, education and training will need to address any gaps or deficiencies in the candidate's current skills, knowledge, and judgment relevant to the candidate's specific practice plans.
- 5.6. For assessments conducted in accordance with subsection 3.44(2) of the *CPSM General Regulation*, the subsection 3.44(2)(c)(ii) re-entry plan must include at least one of the following:
- 5.6.1. An assessment acceptable to the Registrar followed by satisfactory completion of such education and training as is recommended by the Assessor.

---

<sup>3</sup> Forms are available online at: TBD

<sup>4</sup> An undertaking from the applicant that implements the re-entry plan will usually be required.

- 5.6.2. The assessment candidate may present to the Registrar a specific education plan and retraining proposal of not less than eight weeks. If the proposal is acceptable to the Registrar, the assessment candidate must satisfactorily complete the retraining as proposed.
- 5.6.3. The assessment candidate may present to the Registrar a specific mentorship proposal. If the proposal is acceptable to the Registrar, the candidate must satisfactorily complete the mentorship as proposed.
- 5.7. Assessment candidates may be required to enter an undertaking to CPSM respecting completion of their re-entry plan.
- 5.8. Subject to obtaining appropriate consents as necessary, the Registrar may consult with an expert consultant or an academic institution in reviewing matters under section 3.44 of the *CPSM General Regulation*.
- 5.9. Overall, CPSM and the assessment candidate should be sufficiently informed regarding what the assessment will and will not involve and relevant expectations. Assessment may or may not include an orientation period, though this should be noted.
- 5.10. The primary purpose of this registration class is for assessment, not training experience. It is not a substitute where education and training in the nature of a formal residency program is indicated.
- 5.11. The assessment candidate is responsible for all costs associated with review, assessment, and their re-entry plan. These costs will be variable depending on the nature of the plan.

## 6. NO NEED TO CHANGE MEMBERSHIP CLASS IN CERTAIN CIRCUMSTANCES

- 6.1. Assessment candidates are not always required to be converted to or registered in the Assessment (Re-entry to Practise) Class. Subsection 3.47(1) of the *CPSM General Regulation* provides as follows:

*3.47(1) As an exception to section 3.44, a regulated member may apply for a review and assessment without applying to convert his or her registration to the assessment (re-entry to practise) class if he or she*

- (a) intends to change his or her professional practice to include one or more areas of practice in which he or she has not practised within the three years immediately before applying; and*
- (b) is registered in one of the following classes:*

- (i) full (practising),*
- (ii) provisional (academic — s. 181 faculty),*

- (iii) provisional (specialty practice-limited),*
- (iv) provisional (family practice-limited).*

- 6.2. Where it is determined that there is no need to change membership class for the purposes of assessment under section 3.44, the Registrar may still impose relevant conditions on the member's registration. Subsection 3.47(2) of the *CPSM General Regulation* provides as follows:

*3.47(2) As an additional condition of registration, the registrar may require any or all of the following:*

- (a) that the member undergo a period of supervision with a practice supervisor;*
- (b) that the member undergo a period of mentorship with a practice mentor;*
- (c) that the member successfully complete the specified examinations, tests, assessments, training or education requirements that the registrar considers necessary or advisable to assess the member's competency to engage in his or her intended area or areas of professional practice.*

*The registrar may also impose any other conditions that the registrar considers necessary or advisable while the member undergoes a review or assessment.*

## **7. MEMBERSHIP PERIOD, AREA, OR PRACTICE SETTING**

- 7.1. Registration in the assessment (re-entry to practise) class may be limited to a specified period or geographical area or practice setting for assessment purposes. Section 3.45 of the *CPSM General Regulation* provides as follows:

*3.45 A person may be registered as an assessment candidate (re-entry to practise) member to practise for a time period or in a geographical area or practice setting for assessment purposes as specified by the registrar.*

## **8. CONDITION(S) OF REGISTRATION**

- 8.1. The Registrar may impose conditions on the assessment candidate's registration while registered in the assessment (re-entry to practise) class. Section 3.46 of the *CPSM General Regulation* provides as follows:

*3.46 As a condition of registration as an assessment (re-entry to practise) member, the registrar may require any or all of the following:*

*(a) that the member undergo a period of supervision with a practice supervisor;*

*(b) that the member undergo a period of mentorship with a practice mentor;*

*(c) that the member successfully complete the specified examinations, tests, assessments, training or education that the registrar considers necessary or advisable to determine the member's competency to engage in his or her intended area or areas of professional practice.*

*The registrar may also impose any other conditions that the registrar considers necessary or advisable while the member undergoes a review or assessment.*

## **9. COMPLETION OF APPROVED RE-ENTRY PLAN**

- 9.1. When the assessment candidate has satisfactorily completed their re-entry plan, the Registrar will confirm same in writing and issue appropriate certifications in accordance with the *CPSM General Regulation* that are appropriate to the circumstance. Unless subsection 3.47(1) applies, this would include adherence to subsection 3.77(3) of the *CPSM General Regulation*, which provides as follows:

*3.77(3) Upon successful completion of the approved re-entry plan, the registration of an assessment candidate (re-entry to practise) may be changed by the registrar, as the case may be, to*

*(a) full (practising) membership;*

*(b) provisional (specialty practice-limited); or*

*(c) provisional (family practice-limited).*

## **10. CANCELLATION**

- 10.1. Section 3.92 of the *CPSM General Regulation* provides:

*3.92 The registration of an assessment candidate (re-entry to practise) member is cancelled on the earliest occurrence of the following:*

*(a) the specified or extended membership period ends;*

*(b) the member fails to complete the approved re-entry plan;*

*(c) the member completes the approved re-entry plan and the registrar changes his or her membership class as provided for in subsection 3.77(3).*