



## COUNCIL POLICY

### Certificate of Professional Conduct

Initial Approval: September 25, 2024

Effective Date: September 25, 2024

#### Preamble:

Section 144 of *The Regulated Health Professions Act (RHPA)* requires that the Registrar issue a certificate of standing or conduct at the request of a registrant:

*Upon the request of a member, the registrar must issue a letter of standing or certificate of conduct about the member, in accordance with policies approved by the council. It must include*

- (a) all information about the member recorded in any register; and*
- (b) a description of every matter outstanding before the complaints investigation committee or inquiry committee.*

This Policy establishes process and specific content requirements that are to be followed by the Registrar in addressing all requests made under s. 144 of the RHPA.

For the purposes of s. 144 and this Policy, a certificate issued by the Registrar under s. 144 shall be referred to as a Certificate of Professional Conduct (CPC) and CPCs are to include necessary information about the registrant's standing and conduct as described in s. 144.

#### 1. Requesting a CPC:

- 1.1. A CPC may be requested by a current or former registrant.
- 1.2. Upon receipt of the written consent of the registrant and payment of the applicable fee, the Registrar shall issue a CPC concerning the registrant to the designated recipient(s). The registrant may list themselves as a recipient.
- 1.3. CPCs are only considered certified by CPSM when received directly from CPSM. Information contained in the CPSM is certified as accurate to the date of the CPC.

2. Form of CPC:

2.1. The form that is used by CPSM when issuing a CPC is set forth in Schedule "A".

3. Registry information:

3.1. Subsection 144(a) refers to registry information that is listed in subsection 2.5(1) of the *CPSM General Regulation*. Accordingly, the items to be included in the registration history portion of the CPC are as follows:

- 3.1.1. The date of the registrant's initial registration and the date of the registrant's subsequent registration in another class, if any.
- 3.1.2. Notation of any undertaking or agreement by the registrant, including but not limited to an undertaking accepted under section 102 of the RHPA, that provides for one or more of the following:
  - i. an assessment of the registrant's capacity or fitness to practice medicine,
  - ii. counselling or treatment of the registrant,
  - iii. the monitoring or supervision of the registrant's practice,
  - iv. the completion by the member of a specified course of studies by way of remedial training, or
  - v. the placement of one or more conditions on the registrant's right to engage in the practice of medicine, including the conditions relating to reinstatement set out in section 106 of the RHPA.
- 3.1.3. Any voluntary surrender of the registrant's certificate of practice accepted by the Investigation Committee under section 102 of the RHPA, including any directions given to the registrant under section 105 of the RHPA.
- 3.1.4. Any suspension of the registrant's registration or certificate of practice as permitted by section 110 or subsection 127(3) of the RHPA.
- 3.1.5. Any cancellation of the registrant's certificate of practice as permitted by sections 48 and 49 of the RHPA.
- 3.1.6. Subject to section 104 of the RHPA, any censure accepted by the member under Section 102 of the RHPA and a notation as to how a description of the circumstances that led to the acceptance of the censure can be obtained.

4. Complaints, investigations, and disciplinary information:
  - 4.1. For the purposes of this Policy, a complaint means any initiating communication which is an expression of concern about the conduct of a registrant or former registrant, in respect to which the registrant or former registrant is notified through the process described at Part 8 of the RHPA. Complaints may be brought by any person, including the Registrar. Complaints do not necessarily lead to an action.
  - 4.2. The requirements at subsection 144(b) of the RHPA are interpreted to apply only to outstanding complaints that are referred to the Complaints Committee or the Investigation Committee. Complaints that are being resolved by communication (“RBC”) are not recorded on CPCs.
  - 4.3. In accordance with this Policy, dispositions of the Investigation Committee, except where no further action is directed, are to be noted on CPCs for the period defined in Schedule “A”. Complaints that have been dismissed by the Registrar and complaints that are resolved by the Complaints Committee are not noted on CPCs.
  - 4.4. Information about disciplinary hearings where no findings have been made against the registrant is to be included on CPCs.
5. CPCs issued by CPSM will indicate whether the registrant is in good standing.
  - 5.1. Being in good standing simply means that
    - 5.1.1. the registrant has kept all paperwork related to their registration and any applicable renewal applications up to date,
    - 5.1.2. all fees have been paid,
    - 5.1.3. their certificate of registration or certificate of practice is not suspended, and
    - 5.1.4. they are meeting CPD requirements.
  - 5.2. For greater clarity, the term does not indicate whether the registrant has had a finding of professional misconduct made against them or whether they have terms, conditions or restrictions imposed on their certificate of registration or certificate of practice; that information can be found elsewhere on the CPC.

Schedule A  
APPROVED FORM FOR CPSM  
CERTIFICATES OF PROFESSIONAL CONDUCT

Designate recipient(s): [Name]  
[contact information]

This is to certify that **XX is/was** registered with CPSM as indicated below.<sup>1</sup>  
Certification of this document is valid only if this is received directly from the College of Physicians and Surgeons of Manitoba (CPSM). Information contained herein is certified only to the date of this CPC.

**XX is/is not** considered in good standing by CPSM.<sup>2</sup>

1. Identification:

Registrant: [Title] [First name] [Middle name(s)] [Last name(s)]  
CPSM registration #: [Enter CPSM registration number]  
Date of birth (YYYYMMDD): [Enter DOB as YYYYMMDD]  
Medical ID # for Canada (MINC): [Enter MINC]  
Name changes (where known): [List any known former names]

2. Current registration information:

Status: [Active/Inactive]  
Registration type: [Regulated or RAM, or no longer registered]  
Registration number: [Enter registration number]  
Current class of registration: [Enter current class of registration, or N/A]  
Conditions on registration: [Enter any conditions on Cert. of Reg., or N/A]  
Certificate of registration expiry: [Enter if applicable, past, or future, or N/A]  
Certificate of practice expiry: [Enter if applicable, past, or future, or N/A]  
Field(s) of practice: [Enter field of practice, or N/A]  
Specialist register: [Yes/No, or N/A]  
Inclusion(s): [Enter inclusion(s), or N/A]  
Exclusion(s): [Enter exclusion(s), or N/A]  
Special interest areas: [Enter special interest area(s), or N/A]  
Practice conditions: [Enter conditions on right to engage in practice, or N/A]<sup>3</sup>  
Primary practice location: [Enter if applicable]  
Office phone number: [Enter if applicable]

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<sup>1</sup> Disclosure is based upon the best information available to the CPSM as of the date of this CPC.

<sup>2</sup> Being in good standing with CPSM means that: the registrant has kept all paperwork related to their registration and any applicable renewal applications up to date, all fees have been paid, their certificate of registration or certificate of practice is not suspended, and they are meeting CPD requirements.

<sup>3</sup> This refers to conditions, terms or restrictions entered on the registrant's certificate of practice.

### 3. Qualifications and Credentials:

Medical School: [Name of medical school, country, and year of graduation]  
 [Verified<sup>4</sup>: Yes, no, or N/A]  
 LMCC: [Confirm holds, and date, or state does not have]  
 Certification(s): [Royal College, CCFP, CCPA, or other]  
 Other certification(s): [As applicable]  
 Source verification: [Yes or No]  
 CPSM route to registration: [Fast Track Registration, labour mobility application, etc.]<sup>5</sup>

### 4. Registration history:

Date of initial registration: [Date when first registered with CPSM]

History of actions:

- [Enter new line for each registration action (i.e., membership history)]

### 5. Open complaints and inquiry proceedings:<sup>6</sup>

Complaint XX#####: [Date filed]

### 6. Closed complaints:<sup>7, 8</sup>

Complaint XX#####: [Date filed, date of disposition, and disposition]

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<sup>4</sup> Verified by Physicians Credential Registry of Canada, EICS, or Physicians Apply.

<sup>5</sup> Training documents are generally not verified by CPSM for Fast Track Registration and some labour mobility applicants.

<sup>6</sup> This does not include complaints that are referred for resolution through CPSM's information communication process. Complaints, Investigation, and Inquiry Committee proceedings are listed.

<sup>7</sup> This section lists decisions made by the Investigation Committee. Complaints resolved by communication or by the Complaints Committee are not included. Complaints where the Investigation Committee directed no further action are not included. Investigation Committee decision under appeal remain under the open complaints section.

<sup>8</sup> Only decisions from the current year and the 10 previous calendar years are included. Older decisions of the Investigation Committee are not listed.

7. Inquiry Committee decisions:<sup>9</sup>

Complaint XX####: [Date of findings on liability and the date of any orders. List whether an appeal or judicial review is ongoing, and related particulars. List particulars of disciplinary actions.]

8. Reported findings of guilt, restraining orders, and pending charges:<sup>10, 11</sup>

Pending charges: [Enter if applicable, or none known]  
 Findings of guilt: [Enter if applicable, or none known]  
 Restraining orders: [Enter if applicable, or none known]

9. Professional litigation history:<sup>12</sup>

Outstanding statements of claim: [Enter if applicable, or none known]  
 Settlements: [Enter if applicable, or none known]  
 Civil suit findings: [Enter if applicable, or none known]

10. Relevant non-disciplinary information:<sup>13</sup>

[Enter if applicable, or none known]

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<sup>9</sup> Matters where a panel of the Inquiry Committee did not make any findings against the registrant are to be included.

<sup>10</sup> This includes any known findings or pending charges from Canada or elsewhere. Examples may include findings under the *Criminal Code*, the *Controlled Drugs and Substances Act*, the *Food and Drugs Act*, and fraud findings, regardless of whether there has been a pardon or record suspension. All known restraining orders, whether they arise from criminal or civil proceedings, are listed. Only matters for the current year and the 10 previous calendar years are included.

<sup>11</sup> CPSM began collecting information about court findings of guilt from other jurisdictions, fraud findings, restraining orders, and pardoned (or record suspension) offences on July 15, 2015.

<sup>12</sup> This section includes information about settlements, civil suit findings, and outstanding statements of claim that relate to the registrant's professional practice. CPSM began collecting information about medical malpractice court judgments issued against the registrant by a court in Canada within the previous 10 years on July 4, 2005. On July 15, 2015, CPSM began collecting information about registrants' professional litigation history including pending civil actions and settlements of civil action. The registrant's professional litigation history involving a patient for the current year and the 10 previous calendar years is included.

<sup>13</sup> This section is for consent agreements or undertakings along with particulars, including regarding health or fitness to practice, peer review, etc., and consent withdrawals from practice or a register, and if known, reasons for withdrawing. It also may include restriction or cancellation of hospital privileges, if known. CPSM does not collect information about hospital privileges.

11. Any other information the Registrar deems relevant:<sup>14</sup>

[Enter if applicable, or none]

DATE OF ISSUE:

PER THE COLLEGE OF PHYSICIANS AND SURGEONS OF MANITOBA

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REGISTRAR

OR

[Name and Title of Delegate]

ON BEHALF OF THE REGISTRAR

Not official without signature of Registrar, or their delegate, and impression of CPSM seal

No further entries below

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<sup>14</sup> This may include institutional actions, or anything else that should be included in the public interest.