

## 4 Steps for Taking a Leave of Absence from Your Practice

### 1 REVIEW: ADVICE TO THE PROFESSION ABOUT TAKING A LEAVE OF ABSENCE



Detailed information and all the considerations for taking a Leave of Absence from your practice, can be found at [bit.ly/loabsence](https://bit.ly/loabsence).

With a smartphone, click on the image on the left to take you directly to the page.



### 2 WITHIN 90 DAYS, YOU MUST PROVIDE NOTICE TO:

- Patients or their representatives\*
- Physicians you routinely send referrals or consults
- Any Regional Health Authority where you have Privileges
- Any Personal Care Home you practice in
- College of Physicians & Surgeons of Manitoba (CPSM)
- Canadian Medical Protective Association (CMPA)
- Doctors Manitoba

\*You must provide individual notice to patients who have an appointment booked or patients who request an appointment prior to your date of absence.



### 3 YOUR NOTICE TO CPSM MUST INCLUDE:

- A copy of the notice provided to patients and general information about how it was sent or posted.
  - Arrangements that have been made for the secure storage of the patient records and appointment records.
  - A forwarding mailing address and contact information for the registrant.
- Access the Leave of Absence Notice form at [bit.ly/loabsence](https://bit.ly/loabsence).



### 4 KNOW YOUR CONTINUITY OF CARE RESPONSIBILITIES

- Review the requirements in the *Standard of Practice for Good Medical Care*, *Standard of Practice for Collaborative Care*, and *Standard of Practice for Practice Management* at [bit.ly/cpsmstandards](https://bit.ly/cpsmstandards)
- Ensure patients, or their representatives, have access to their patient records.
- Ensure patient records are securely stored as required by the Standard of Practice for Maintenance of Patient Records in All Settings.
- Safely dispose of medication, laboratory specimens, equipment, and supplies.



If you have any questions, contact CPSM at  
**204-774-4344** or [registration@cpsm.mb.ca](mailto:registration@cpsm.mb.ca)