



# Certificate of Professional Conduct



## CPC Request Form & Authorization to Release Information

Please send all requests and inquiries concerning  
Certificates of Professional Conduct (CPC) [cpsreg-cpc@cps.sk.ca](mailto:cpsreg-cpc@cps.sk.ca)

**PRIOR TO SUBMITTING THIS FORM:**

Please be aware that the period of validity for a CPC varies at the discretion of the jurisdiction or organization to which it is submitted. To avoid extra costs, PLEASE VERIFY with your chosen recipient that the expected DATE OF ISSUE of the certificate will coincide within their established PERIOD OF VALIDITY FROM DATE OF ISSUE.

**Please allow 10 to 15 business days for your certificate to be issued.**

To the College of Physicians and Surgeons of Saskatchewan, I hereby request a CPC be sent to:

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Address of Organization and/or e-mail address)

\_\_\_\_\_  
(If not a Canadian MRA – please add the E-mail address and name of contact person or recipient of the CPC)

I am familiar with the contents of the College’s bylaw related to the contents of a CPC;

I hereby authorize you to provide information in the CPC consistent with the bylaw. If the College receives information after issuing the CPC which would have been included in the CPC the College may provide updated information to the recipient of the CPC;

I understand that there is a fee for this service of \$100.00 plus G.S.T., a total of \$105.00

\_\_\_\_\_  
Today’s Date (DD-MMM-YYYY)                      Physician’s Full Name                      Signature

\_\_\_\_\_  
Email Address for receipt                      Current Mailing Address                      City                      Province                      Postal Code

To ensure compliance with Payment Card Industry (PCI) Data Security Standards and in order to protect your credit card information, the College will no longer accept or process Credit Card Payments via email. Please include a phone number that would be best to reach you for payment over the phone:

\_\_\_\_\_  
Best phone number to reach you for payment.

**Note:** If you are leaving your current practice in Saskatchewan, please complete the following:  
My patients’ medical files can be located at the following address & telephone number

\_\_\_\_\_  
Street Address                      Phone Number



### Bylaw 37.1

The Registrar is authorized to provide certificates of professional conduct at the request of a physician to another regulatory body, or another person or institution with an interest in the member.

### Contents of Certificates of Professional Conduct

- (a) In this bylaw "complaint" means any initiating communication which:
  - (i) is an expression of concern about the conduct, competence or capacity of the physician;
  - (ii) identifies a physician;
  - (iii) is made by any person (including the Registrar or a member of the staff of the College);
  - (iv) meets the legal criteria or procedures in Saskatchewan; and
  - (v) does not necessarily have to lead to an action.
- (b) In this bylaw "conditions" include any condition, term, restriction or limitation of any nature.
- (c) In this bylaw "disciplinary action" includes action by the College related to an allegation of unbecoming, improper, unprofessional or discreditable conduct, lack of skill and knowledge, impairment or incapacity.
- (d) In this bylaw "physician" means any person who holds any form of licence or permit, or who in the past has held any form of licence or permit granted by the College.
- (e) In this bylaw "Registrar" includes the Registrar's designate.
- (f) In this bylaw "settlement" means an agreement to resolve a lawsuit involving a patient either before or during court trial. A settlement may or may not include payment made on behalf of the physician to the patient or other parties in the lawsuit.
- (g) The certificate of professional conduct should include personal identifiers about the physician. The identifying information in the certificate will include the Medical Identification Number for Canada (MINC) number if known to the College and if the recipient of the certificate is licensed to receive that information.
- (h) The certificate of professional conduct should include the qualifications and credentials known to the College that may be relevant to a licensure decision of another medical regulatory authority.
- (i) The certificate of professional conduct should contain information about complaints which:
  - (i) are currently open or under appeal; or
  - (ii) did not lead to formal action but which, in the opinion of the Registrar, may reflect conduct or a pattern of conduct that should be reported in the best interest of the public.
- (j) In deciding whether a complaint or complaints may reflect conduct or a pattern conduct that should be reported in the best interest of the public, the Registrar may consider the following factors:
  - (i) The nature and gravity of the alleged conduct;
  - (ii) The number of allegations. (The threshold will vary, depending on the nature and gravity of the conduct);
  - (iii) The frequency or widespread nature of the alleged conduct;
  - (iv) The time frame over which the allegations have occurred;
  - (v) Insight, i.e., the degree to which the physician accepted responsibility (where appropriate) and took appropriate steps to address the concerns;
  - (vi) Repetition or recurrence of the alleged conduct after educational initiatives completed by a physician as a result of a prior complaint of a similar nature;
  - (vii) The extent to which the physician's alleged conduct may have negatively affected the care of patients or relationships with other persons involved in providing care to patients;
  - (viii) The extent to which the physician's alleged conduct may adversely affect the reputation of the medical profession.

- (k) The certificate of professional conduct shall not disclose information about matters dealt with by the Quality of Care Advisory Committee, except as permitted by section 60 of The Act.
- (l) The certificate of professional conduct should contain information about investigations, both current and resolved.
- (m) The certificate of professional conduct should contain information about disciplinary actions, excepting dismissals, including the following:
  - (i) The date of the disciplinary action;
  - (ii) Particulars of the disciplinary action;
  - (iii) Any remedy or sanction, whether imposed or by consent, including:
    1. suspension of the physician's licence or ability to practise;
    2. revocation of the physician's licence and/or registration;
    3. conditions imposed on the physician's licence and/or registration;
    4. a reprimand;
    5. a fine.
- (n) The certificate of professional conduct should contain the following information relating to non-disciplinary matters:
  - (i) conditions on the physician's licence and/or registration, whether imposed or by consent, arising from:
    1. health or fitness to practice issues;
    2. peer review process;
    3. any other issue or process of a non-disciplinary nature.
  - (ii) consent agreements or undertakings of any kind;
  - (iii) consent withdrawal from practice or from a register, and, if known by the College, reasons for withdrawing;
  - (iv) restriction or cancellation of hospital privileges, if known to the College.
- (o) The certificate of professional conduct should contain the following information relating to findings of guilt (including pardoned offenses) and pending charges:
  - (i) criminal offences in Canada and elsewhere, if known to the College;
  - (ii) offences under the Controlled Drugs and Substances Act (Canada);
  - (ii) offences under the Food and Drugs Act (Canada).
- (p) The certificate of professional conduct should contain information relating to findings of fraud in any court proceeding, if known to the College.
- (q) The certificate of professional conduct should contain information relating to restraining orders granted, or pending applications for restraining orders, if known to the College.
- (r) The certificate of professional conduct should contain information relating to settlements, court decisions, or statements of claim in civil actions related to the physician's medical practice, if known to the College. The certificate of professional conduct should include information pertaining to any civil action alleging the physician is liable for the acts of others, including employees or agents, in a lawsuit involving a patient, if known to the College.
- (s) The certificate of status may, if the member has a health condition that may limit the member's ability to practice or pose a risk of harm to patients, disclose that fact;
- (t) The certificate of professional conduct may, in addition, contain any information which the Registrar concludes may be relevant to the receiving jurisdiction or organization, including information about the ethical conduct, competence or capacity of the physician.
- (u) The certificate of professional conduct may contain expressions of opinion pertaining to the physician which the Registrar concludes may be relevant to the receiving jurisdiction or organization.
- (v) Nothing in this bylaw requires the Registrar to disclose information if, in the opinion of the Registrar, it is not in the public interest to do so.

- (w) Nothing in this bylaw requires the Registrar to obtain information referenced in paragraphs (a) to (t) if that information is not in the custody and control of the College.
- (x) Notwithstanding paragraphs (a) through (t) above, the Registrar may decide not to include information in any of paragraphs (a) through (t) if the certificate of professional conduct is to be sent to a person or organization that is not a medical regulatory authority and, in the opinion of the Registrar, it is not in the public interest to send that information.