



By-Law 3: Registers

The types of registers to be kept by the Registrar and the maintenance, form and contents of these registers, made pursuant to paragraph 15(1)(e) of the *Medical Act, 2011* (the “Act”).

1. College Register

- (1) The Registrar shall keep a College Register, in which shall be entered the information set out in subsection (3), for every person entitled to be registered according to the provisions of the *Act*.
- (2) The College Register shall include information relating to all persons who:
 - (a) are registered on the medical register, pursuant to s. 18 of the *Act*;
 - (b) are registered on the specialist register, pursuant to s. 19 of the *Act*;
 - (c) are registered on the education register, pursuant to s. 20 of the *Act*; and
 - (d) hold a provisional licence to practise medicine, pursuant to s. 25 of the *Act*.
- (3) The following information will be included on the College Register for each registrant:
 - (a) Full Name
 - (b) Licence Number
 - (c) Licence Status
 - (d) Practice Address
 - (e) Practice Telephone Number
 - (f) Register
 - (i) Medical
 - (ii) Specialist
 - (iii) Education
 - (iv) Provisional
 - (g) Licence Type:
 - (i) Full licence
 - (ii) Provisional licence
 - (iii) Other
 - (h) Type of Practice:
 - (i) Family Medicine
 - (ii) Royal College Recognized Specialty
 - (i) Subspecialty
 - (i) Royal College Recognized Subspecialty

- (j) Practising Status
 - (i) Practising
 - (ii) Non-Practising
 - (iii) Post-Graduate
 - (iv) Student
- (k) Licence History
- (l) Undergraduate Medical Education
 - (i) Medical school
 - (ii) Country of medical school
 - (iii) Degree
 - (iv) Year of graduation
- (m) Certifications
 - (i) CCFPC certification(s) and date obtained
 - (ii) RCPSC certification(s) and date obtained
- (n) Current Licence Restrictions
 - (i) Restriction
 - (ii) Details
 - (iii) Effective Date
 - (iv) End Date
- (o) Regulatory Actions
 - (i) A list of any cautions/counsel issued by the College pursuant to s. 44(6)(a) of the *Act*, including the caution/counsel issued, for the previous 3 years.
 - (ii) A list of any settlement agreements entered into through the alternative dispute resolution process outlined in s. 44(1)(a) of the *Act* for the previous 10 years. A summary of the settlement agreement is provided if publishing a summary formed part of the agreement.
 - (iii) A summary of any discipline finding which was published pursuant to s. 50(2) of the *Act* or s. 44(3) of the *Medical Act, 2005*, for the previous 10 years.

2. Corporate Register

- (1) The Registrar shall keep a Corporate Register, in which shall be entered the information set out in subsection (5) for every professional medical corporation registered according to the provisions of the *Act*;
- (2) The following information will be included on the Corporate Register:
 - (a) name of the professional medical corporation
 - (b) corporation number
 - (c) date of incorporation
 - (d) corporation address
 - (e) the names and practice address of the directors of the corporation
 - (d) licence status of the corporation

3. Maintenance of the Registers

- (1) The College Register and the Corporate Register shall be maintained by the Registrar and the information contained on these registers shall be made available to the public upon reasonable notice.
- (2) The Registrar may maintain an electronic version of one or more of the Registers on the College's website.

Document History

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