



Chronicle

College of Psychologists of British Columbia

NEWS AND INFORMATION FROM THE COLLEGE OF PSYCHOLOGISTS

Volume 10 • Number 2 • Fall 2009

Letter from the Chair

Welcome to this Issue of the *Chronicle* entitled “*Communication and Information Sharing*”, devoted to providing registrants with information regarding the kinds of information collected and shared by the College with the public, with government and with other organizations, as well as the method and content of communication between the College and registrants. These issues are timely for a number of reasons. Recent changes to the *Health Professions Act* outline requirements for the information that must be included on the register, publication of limitations and restrictions, discipline decisions, etc. These changes are all in line with expectations for increased availability of information. Included in this issue is a copy of a proposed publication bylaw which outlines the information the College will share about discipline decisions and with whom. In addition, as articulated in another article included in this issue, the College is a participant in the Community Health and Resource Directory (CHARD), a resource which provides fingertip access to physicians for obtaining referral information to psychologists and other health professionals. Hopefully, increased ease of access for physicians to referral information will help to increase access to psychological services. Please read the article on CHARD carefully as it lays out the kind of information provided by the College as well as the kind of information registrants will be

asked to provide directly to this directory. The “Legal Corner” feature in this issue is on the related topic of the provision by psychologists of records to requesting parties.

As this issue goes to press, the College is facing two major challenges which are consuming a significant amount of College resources and Board attention. The first is the newly created Health Professions Review Board. The College’s experience with the Health Professions Review Board consists of three files to date, two files relating to complaint matters and one relating to an application for registration. The learning curve is steep – both for the College in terms of how we can best cooperate with the Review Board, and for the Review Board itself which is developing its policies and rules as it receives applications for review. A second major challenge stems from the federal mobility agreement, the *Agreement on Internal Trade*. As this issue of the *Chronicle* goes to press, the BC government is making final changes to Bill 11, the *Labour Mobility Act*, which provides the framework of legislative requirements for the processing of applications for registration for any individual licensed in another Canadian jurisdiction.

An upcoming meeting of the Association of State and Provincial Psychology Boards, (ASPPB) is devoted to the topic of “Bridging the Divide Across Jurisdictions”, explicit acknowledgement that there is much

work remaining to be done with regard to the consistency of requirements across jurisdictions. While the Mutual Recognition Agreement (MRA) signed in 2001 provides a framework for agreed upon competencies and foundational knowledge and their evaluation, there remain differences in application and interpretation. Of note, at the upcoming meeting to be held in Coeur d’Alene, Idaho, our registrar will be granted the status of ASPPB Fellow in recognition of her contributions to the regulation of our profession.

There are two positions open on the Board for a term of 2010 through 2012. Registrants with experience on the Inquiry, Registration or Quality Assurance Committee are encouraged to put their names forward as they bring important knowledge and experience to the significant challenges facing the Board.

It is the hope of the Board that registrants will read this and other communications from the College. As always, comments and feedback are welcome and registrants are encouraged to use the feedback mechanism on the College website for this purpose: [<http://www.collegeofpsychologists.bc.ca/feedback.php>].

Respectfully,

Rebecca England, Ph.D., R.Psych.
Chair of the Board

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What Information Does the College Collect and with whom is it Shared?

The College Register

Pursuant to Section 22 of the *Health Professions Act*, the College must maintain a Register that contains the name and address of every registrant. The Register also contains the registration number, the date of registration, and the highest academic degree upon which registration is based, along with any conditions, limitations or restrictions on registration.

This information is available to the public by request and the Register must be open to inspection by any person during regular business hours. The College has a process in place for responding to these requests, including making use of the legislation's provision for discretion when there is concern about release of this information.

The address on the Register and Limited Register is the legal address for the purpose of Section 54(1)(a) of the *Health Professions Act* and is used for all mailings and formal notices from the College.

REMINDER: If you need to change or update your address, a *Change of Address Form* is available in the Registrants Section of the College website. Pursuant to College Bylaw 50(3), registrants are required to report any changes to their Register address to the College within 30 days of the effective date of the change and failure to comply with Bylaw 50(3) may result in a \$100.00 processing fee.

Contact Numbers for College Use

While all formal notices and communication from the College are sent to registrants by mail to their Register address, there are times (e.g., contacting oral examiners and regulatory supervisors) in which it is faster and easier for the College to contact registrants by telephone or email.

Demographics

At initial registration, registrants are asked to provide their personal demographic information including date of birth, gender, and any other legal names used in the past. This information is typically for internal compilation of demographics which is released in aggregate form. [Note the exception to this described in the article below on the Community Health Resource Directory (CHARD) and the requirement to provide birthdate in order for registrants to be entered in the Ministry of Health database and the security provisions in place to safeguard that

information]. Registrants are also required to advise the College if they change their legal name. Information on name change requirements and the form used to change your name is available in the Registrants section of the website.

Practice Record Locations

To meet its obligations under Section 28 of the *Health Professions Act*, the College requires information on the location and storage of practice records. Practice records are any records that relate to the provision of psychological services, including: notes, reports, invoices, tests and test results, test protocols, interview notes, correspondence, any other documents, and information that is stored on computer or tapes. The College is primarily concerned about those records over which registrants have power and control (in contrast to records over which registrants' employers have power and control). At initial registration and on renewal, registrants are also asked to provide information on "Location Category", i.e., home office, private business premise, commercial storage, employer, or other.

Registration in Other Jurisdictions

The College keeps a record of other provinces, states, and countries where registrants are also currently registered/licensed to practice psychology.

Area of Practice

The College collects this information for the purpose of being responsive to requests from national and international psychology and other health organizations requesting statistics on the practice of psychology in British Columbia.

Directory Address Information

The College produces a Directory which is typically provided to registrants on an annual basis. It is also provided to others (e.g. insurance companies) by request. The Directory contains the name and registration number of every College registrant. Publication of registrants' address and other contact information in the Directory has been optional. Registrants may provide up to three listings.

Information Available to an Individual Requesting to Inspect the Register

Section 21 (2) of the *Health Professions Act* requires that the following information be included in the College Register:

- “(a) the person's name, whether the person is a registrant or a former registrant, and, if the person is a registrant, the person's business address and business telephone number;
- (b) the class of registrants in which the person is or was registered;
- (c) if the person is a registrant, any limits or

conditions imposed under this Act on the practice of the designated health profession by the registrant;

(d) a notation of each cancellation or suspension of the person's registration, including any cancellation or suspension that

- (i) occurred or was recorded before the coming into force of this subsection, or
- (ii) was imposed by the governing body for a health profession under a former enactment regulating the health profession;
- (e) any additional information required under the regulations of the minister;
- (f) any additional information required under the bylaws of the college;
- (g) any additional information specified under subsection (5) by the registration committee, inquiry committee or discipline committee.”

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College Communications with Registrants Regarding Complaints

This article is intended to provide registrants with some clear expectations about communications to and from the College should you be the subject of a complaint made to the College about your conduct or competence. In addition to the information provided here, registrants are encouraged to read through the information and FAQs on the website about complaints and the complaint investigation process. The Annual Reports also provide summaries of complaints investigated during the calendar year. The College has investigated close to 600 complaint matters since coming under the *Health Professions Act*.

It is understood that being named in a complaint may be a stressful experience. It is the intent of this article, along with the information posted on the website, to provide information and clear expectations to registrants in the hope of facilitating appropriate and speedy resolutions to matters raised in a complaint and to alleviate unnecessary anxiety and concern through the provision of information about the complaint investigation process. While many complaints do not raise serious public protection concerns, all complaints that meet the statutory definition are investigated as required by the *Health Professions Act*.

What to Expect

If the College receives a written complaint for which the College has jurisdiction, the registrant is notified in writing within approximately one week of the College's determination that the complaint meets the statutory definition of a complaint. The notification letter provides an overview of the complaint investigation process and invites registrants to call the College with any questions regarding the process. All complaints are then forwarded to the Inquiry Committee for its consideration and review. As part of the complaint review process, if issues of concern arise that were not raised by the complainant, the Inquiry Committee may open a separate investigation.

In the event that the Committee dismisses a complaint without opening an investigation both the registrant and the complainant are sent a brief report which outlines this decision. If the Committee does open an investigation into the complaint matter, the Committee will generally request the practice record(s) related to the complaint. In all investigations, the registrant is provided with the opportunity to provide any information he or she wishes the Committee to consider prior to the Committee making any decisions. If the

Committee has specific questions regarding the allegations or concerns, these will be presented for a response at the same time. As part of this process, the registrant is provided with all of the documents the Committee has before it regarding the complaint. In situations where the alleged conduct raises serious and immediate public protection concerns, the Committee may also take immediate action under Section 35 of the *Health Professions Act*.

Once the Committee has considered all information provided to it, it makes a determination regarding the appropriate options available to resolve the complaint under Section 33(6) of the *Health Professions Act*. Options include taking no action, taking any action considered appropriate to resolve the matter (such as registrants making minor adjustments to clinical practice or office operations), seeking an undertaking from the registrant to take specified steps (such as supervision, coursework or consultation), or for serious matters not resolved through attempts under other sections or of a nature where such action is appropriate, issuing a citation for a hearing into the matter by the Discipline Committee. The process of arriving at an appropriate resolution often involves the active engagement of the registrant, and registrants are always encouraged to view the complaint investigation process as an opportunity to make any suggestions that will move matters forward. Summary reports, which detail the Inquiry Committee's reasons for the complaint's resolution, are provided for all complaint investigations to both registrants and complainants.

In the event of a serious complaint matter resolved by way of an undertaking involving supervision or a practice restriction, for example, which would trigger the publication requirements under Section 39.3 of the *Health Professions Act*, both the registrant and the complainant are provided with an opportunity to submit reasons for withholding information from publication if they believe they have grounds for doing so. It should be noted that such grounds are reviewed as to whether they meet the exclusion requirements of Section 39.3(3) of the *Health Professions Act*. Once the Inquiry Committee has deliberated regarding publication, a report outlining their conclusion is sent to both the registrant and the complainant.

Registrant Obligations Under the Code of Conduct During the Complaint Investigation Process

The 2009 *Code of Conduct* includes several standards specific to registrant obligations during the complaint investigation process including: the obligation to cooperate with

and be responsive to regulation and discipline by the College (Standard 7.1), to cooperate fully with the College in investigations and proceedings and in any resulting requirements (Standard 7.2), to respond appropriately and promptly to all College requests for information respecting their activities (Standard 7.3), and not to initiate any direct communication with any member of the Inquiry Committee, the Discipline Committee, or the Board concerning the complaint matter (Standard 7.5). Standard 2.1 of the Code of Conduct specifies that all registrants providing psychological services in any context or circumstances are governed by the Code.

REMINDER:
Requirement for Registrants to name a Professional Executor

Registrants are required to designate another registrant who has agreed to be responsible for his/her practice records in the event of his/her incapacity or death for 2010 renewal. A special mail-out on this issue is forthcoming.

Board Member Vacancies
CALL FOR NOMINATIONS

Two (2) positions on the Board of Directors are open for election this year. These positions are for a term of three (3) years commencing January 1, 2010. Use the form enclosed with this edition of the *Chronicle* to nominate full registrants of the College to stand for election. Nomination forms must be received at the College by **November 5, 2009**. The Bylaws which govern election to the College are on the Nomination Form. Please review these to ensure both the nominator and nominee meet the eligibility requirements.

All full registrants elected to the Board are expected to meet the following obligations:

- attend an orientation session for the Board as arranged by the Registrar;
- sign a Director's Undertaking;
- attend all regularly scheduled Board meetings (currently held the third Friday bi-monthly)
- Chair a College committee (with varying time requirements).

The College's Publication Policy

The College Board approved a Public Notification Policy at its meeting on November 21, 2008, setting out how the College carries out the public notification requirement of section 39.3 of the *Health Professions Act*. Section 39.3(7) permits a public notice under section 39.3 to be made by posting a notice on the College's website. All section references in this policy refer to the *Health Professions Act* unless otherwise stated. The policy is summarized below.

How Notices Must Be Posted

The College's website will include a special website page devoted to public notification, and will, subject to the archiving and retiring of notices under this policy, include public notices (or links to such notices) in a form and with content complying with section 39.3 of the *Health Professions Act* and with any directions made under that provision, having to do with any of the following actions:

Actions pending resolution

A. Action by the Inquiry Committee under section 33(2),

Any action under this section will be accompanied by the following language or equivalent: The Inquiry Committee is empowered and required to investigate certain kinds of matters and, in appropriate circumstances, to impose immediate limits or conditions on, or to suspend or cancel, the registration of a registrant under section 33(2). Measures taken under section 33(2) pertain to matters which are and remain unproven unless admitted by a registrant or determined by the Discipline Committee. Actions under section 33(2) are subject to appeal to the court.

B. Extraordinary action by the Inquiry Committee under section 35(1), or by the Discipline Committee under section 38(8)

Any action under this section will be accompanied by the following language or equivalent: Limits, conditions and suspensions ordered by the Inquiry Committee under section 35, or by the Discipline Committee under section 38(8), are made to protect the public during an investigation, pending a hearing, or during a hearing. Measures taken under sections 35 or 38(8) pertain to matters which are and remain unproven unless admitted by a registrant or determined by the Discipline Committee. Actions under sections 35 and 38(8) are subject to appeal to the court.

C. Consensual Resolutions

Agreements, undertakings and or consents made, given or granted under: section 32.2(4) (b) (report of person), section 32.3(3)(b) (report of hospitalization) or section 36(1) (undertaking or consent) in relation to serious matters.

D. Disciplinary Orders

Orders made under: section 37.1 (consent orders), sections 39(2), (5), (8) or (9) (disciplinary actions, costs, terms relating to suspension or cancellation), sections 39.1 (orders based on findings of other regulatory bodies), and sections 44(1) or (2) (remedies relating to corporate permits, if applicable).

When notices are posted

With a view to public notices being efficiently formulated and posted in batches at periodic intervals, the Registrar will make reasonable efforts to post a public notice on the College's website within 60 days of the direction of the Inquiry Committee or the Discipline Committee to provide public notice of a matter under section 39.3.

Notice of Citations

The Public Notification section will include summaries of citations issued at the direction of the Inquiry Committee under section 37(1), unless a citation has been cancelled under section 37(4) or otherwise resolved, and the summaries will be accompanied by the following language or equivalent:

Citations issued by the Inquiry Committee under section 37 involve allegations which are and remain unproven unless admitted by a registrant or determined by the Discipline Committee.

Where citations or citation summaries are published, the Registrar may publish hearing dates relating to any given citation and its summary, but if hearing dates are being published, they will be accompanied by the following language or equivalent: The College endeavours to keep any hearing dates listed on its website up-to-date, but persons interested in attending any hearing should confirm each hearing date, and that the hearing is open to the public, before attending. The Discipline Committee is empowered to hold all or any part of a hearing in private at the request of a complainant, or as may be appropriate in a given case.

The archiving of notices

Public notices may be moved to a webpage entitled "Archive" or equivalent, accessible from the Public Notification page, after having been posted on the Public Notification page for at least six (6) months.

The retiring of notices

Subject to other provisions of this policy, public notices on the "Archive" page may be removed after 10 years, subject to the Board directing by means of resolution, or any further policy, that particular notices or kinds of notices be otherwise removed or preserved.

Without limiting the aforementioned discretion of the Board, a public notice which

relates to conduct for which the registration of a registrant has been cancelled under section 21(3)(d) will remain on the "Archive" page indefinitely.

How notices are organized

Public notices on the College's website will be organized by type of action and by date of resolution. Where a public notice includes the name of the registrant or health profession corporation respecting whom or which action was taken, links or references to that notice will contain the registrant's or corporation's name to facilitate electronic searches of the website or web pages for particular names.

Communication with Registrants

The College's formal communication with its registrants is governed by the *Health Professions Act*. All official College communications are sent to registrants' Register address. Examples of official College communications include annual renewal notifications, *Chronicles*, Annual Reports, notification and correspondence related to complaints, and continuing competency program annual review. The College website is a very important means of communication between the College and registrants and registrants should check the site on a routine basis, particularly the "News and Announcements" Section where registrants can find up-to-date information regarding College activities. Registrants are also encouraged to provide comment on any topic using the website's "Feedback/Comment" feature. Answers to questions which are of interest and value to all registrants are available in the "Frequently Asked Questions" (FAQ) section of the website. The website also includes an extensive library of College publications including past *Chronicles*, College forms, documents and policies.

The most common questions from registrants are answered in the FAQ section of the College website, or can be answered by reviewing the College's *Code of Conduct*, the College Bylaws or the *Health Professions Act*. College policies can also be found in the "Documents" Section of the website. From time-to-time individual registrants may have questions which they are not able to answer by consulting any of the recommended resources. In this instance, registrants are advised to send their questions to the College in writing.

Be sure to use your R.Psych. or R.Psych. Assoc. designation in all professional materials and advertisements.

Community Health and Resource Directory (CHARD)

What is CHARD?

CHARD is a web-based service for general practice physicians to find detailed information on healthcare specialists and resources. It was developed through a partnership between the Ministry of Health Services, the British Columbia Medical Association and HealthLink BC and provides information to the physician on both publicly-funded and privately-funded services, as well as specialist practitioners. The directory is searchable based on geographic location, areas of specialty, and specific demographics. Psychologists along with psychiatrists, counsellors, occupational therapists and social workers are included. Psychologists also participated in the pilot project in June 2009 and the program is now being expanded across the province, with a launch date of April 2010.

As a starting place, the College will be providing information from the College directory to CHARD, including practitioners' names and the information provided in the first directory address. The College will also be sending out a form with your annual renewal documents asking for more detailed information on areas of specialty and patient referral instructions. If you are not accepting referrals, you have the ability to indicate this and your name will not appear in searches where the physician is looking for psychologists taking new patients.

The College is pleased with the invitation to participate in this web-based directory of specialists and services, containing information to assist primary care providers with patient referrals. It is anticipated that the College's participation in CHARD will result in increased access to quality psychological services for the public.

How is the College Involved & What Information Will Be Shared?

The next stage of the CHARD project is the provision of registrant data to the Ministry of Health Service's Provider Registry which will be incorporated into CHARD. The College will be providing the Project with the initial registrant data including name, registration number, registration status and contact information from the College Directory. In order to enter the data, the Provider Registry relies on birthdate as the unique identifier of participants. In response to our concern about providing this information, the College received the following response from Anita Malovec, Business Manager, Client/EMPI and Provider Registries, Corporate Registries Branch, BC Vital Statistics Agency, Ministry of Health:

"I have been advised that there are issues

regarding the sharing of Psychologist birthdate information with the Provider Registry. I fully appreciate the concerns the College has regarding the potential for exposing a privacy breach. I am hoping I can alleviate your fears by explaining that the birthdate can be securely locked down so that the only person who has the ability to view that data, other than the College itself, is the Provider Registry Administrator, who is under strict oath regarding confidentiality. One important thing to note is that technically we can not add a provider to the Provider Registry without the completion of the birthdate field. We want this date completed with accurate information as the birthdate also pays part in the algorithm to determine matches and potential duplicates. As mentioned above the birthdate is only used for these purposes and will not be shared to any Provider Registry consumer unless directed by the College."

Renewal forms for the 2010 year will contain additional information on the Provider Registry and you will have the option to indicate what information you wish included in the registry. Once the College registrant data has been incorporated into CHARD, registrants will be able to access parts of CHARD to self-report other types of information regarding their psychology practice.

When is CHARD being Implemented?

The College is actively working with CHARD to gather the data for CHARD and transmit it to CHARD for entry into the Provider Registry. These activities are expected to take place between October 2009 and January 2010.

What does CHARD Mean for Registrants?

CHARD represents an amazing opportunity to raise the profile of the profession of psychology in BC. General practitioners and primary care providers will be able to find vital information for patient referrals to psychology providers.

A Letter from
Kevin Brown
Director of
Business Development
HealthLink BC

We're delighted that the psychologists of BC will be participating in the CHARD directory initiative. This is an excellent opportunity for you to reach those patients who need your help, through stronger relationships with GPs.

You'll all be receiving CHARD information forms with your annual renewal in November. We ask you to complete these for us, so that we can accurately represent your professional interests in the directory. You'll always have the opportunity to change the information, but getting a good base to start with will be critical to the usability and credibility of the directory with GPs.

We've been thrilled with the engagement we've had from Andrea and her staff, as they help us to load the registry information into CHARD and keep it current. It's been a lot to ask on top of their regular workload, but they've stepped up and given us tremendous support in overcoming the hurdles and putting us on the path to success.

ANNOUNCEMENT: On-line payment through your bank available for renewal 2010!

The College is pleased to announce on-line payment of renewal fees through your bank's website is available for renewal this year. Registrants can pay renewal fees on-line at the following: Bank of Nova Scotia, Royal Bank of Canada, Bank of Montreal, TD Canada Trust, Toronto-Dominion Bank, Hong Kong Bank of Canada and all credit unions. Simply pay your renewal fee on line and print out the confirmation form to include with your renewal forms. Further details will be included in the Registration Renewal Package.

LEGAL CORNER

Raw Test Data, Test Results, Test Materials: *The basic obligations of registrants*

Raw test data may be found in either “test results” or “test materials” depending on where the patient’s data is notated. Under the *Code of Conduct*, “Test results” refers to records of the outcome of testing, including client responses (Standard 6.13). “Test material” refers to the various components of tests, licensed for use and administered by registrants (Standard 6.13). Regardless of where raw test data are located, Code Standard 11.12 applies.

11.12 Provision of raw test data

A registrant must provide, within a reasonable time, the original or raw results or data of a psychological assessment to a registrant or to a provider of psychological services in another jurisdiction when requested to do so by a client or the legal guardian or agent of a client. (emphasis added)

Registrants who are asked to disclose raw test data in the litigation context should advise counsel and the court of Code Standard 11.12, and that a court order of disclosure of raw test

data to a registrant of the College, or to a psychologist registered in another jurisdiction, would be consistent with the professional duties of registrants.

Otherwise with respect to test results, a registrant must treat assessment results as confidential information (Standard 11.7), and must, before disclosing test results, determine if disclosure would involve a significant likelihood of a substantial adverse effect on the client’s health, or harm to a third party (Standard 6.13(1)(c)).

With respect to test materials, registrants may not publicly reproduce or describe tests in ways that might invalidate them (Standard 11.14), and they must also make reasonable efforts to maintain the integrity and security of tests and assessment techniques (Standard 11.16). Registrants may also refuse to release test material if disclosure without a court order would give rise to a breach of contractual obligations to any test publisher (Standard 6.13(2)(a)). These professional obligations only apply, however, to the extent consistent with law (Standard 11.16), and are subject to court order (Standard 6.11).

Continuing Competency Program

Please ensure you have sufficient hours to be in compliance with the Continuing Competency Program in time for the renewal deadline of December 31, 2009.

To assist registrants, the following is a checklist to consider in reviewing the current status of your hours:

- Review your 2009 calendar for professional development activities appropriate for meeting the Program.
- Review your 2008 calendar for any “banked” hours applying to your 2009 Program hours.
- Review activity logs to make sure they are up-to-date. This will assist you in tracking and proving your hours. Blank activity Log Sheets are available on the College website.
- Plan ahead to achieve your hours before the December 31, 2009 renewal deadline.
- Diarize to reassess the status of your hours on October 31 and November 30.

Draft Publication Bylaw

HPA s. 19 has now been amended (by SBC 2008, c.29, s. 17(a)) to permit a College to pass a bylaw on any matter, and not only specific matters set out in s. 19(1)(a)-(z). This draft bylaw will supplement the duty of the College to give public notice of inquiry and discipline action under HPA s. 39.3.

- (1) Where the registrar has issued a citation under section 37 of the *Act*, the inquiry committee may direct the registrar to notify the public of some or all of the following information:
 - (a) the date the citation was issued,
 - (b) the name of the registrant,
 - (c) a brief description of the nature of the complaint or other matter which is to be the subject of a hearing,
 - (d) the date, time and place of the hearing, and
 - (e) any other information as directed by board publication policy.
- (2) Notice under subsection (1) may be made by posting a notice on the College’s website.
- (3) Where public notice is required by section 39.3(1) of the *Act*, the committee taking action must afford to the registrant, the complainant, if any, and any other person the committee deems appropriate, an opportunity to provide information the committee may consider when deciding if information must be withheld from any public notice.
- (4) Where the inquiry committee or the discipline committee, as the case may be, takes an action concerning a registrant for which the *Act* requires public notice under section 39.3(1) of the *Act*, that committee
 - (a) shall direct the registrar to notify the public as, and to the extent, the committee must direct under section 39.3,
 - (b) shall direct the registrar to provide notice to every regulatory body governing the same or a similar practice as superintended by the College in every other Canadian jurisdiction,
 - (c) may direct the registrar to provide notice to any regulatory body governing a health profession in any jurisdiction,
 - (d) may direct the registrar to provide notice to any person, institution or agency for whom the registrant acts as an employee, contractor or service provider,
 - (e) may direct the registrar to provide notice to all registrants, and
 - (f) may direct the registrar to provide notice to any other person as directed by board publication policy.
- (5) A committee taking action by means of any consent or undertaking agreement, or a consent order, may address, in that agreement or consent order, any publication matter over which it has discretion under this section.
- (6) Any notice under this section must include all the information contained in any public notice required by the *Act*.
- (7) Except for any notice provided under paragraphs (b), (c) or (d) of subsection (4), any notice under this section must exclude information which the *Act* requires to be withheld from any public notice.
- (8) Notice under this section may be given by means of print or electronic material.

Comments or Feedback? Use the feedback mechanism on the website at:
<http://www.collegeofpsychologists.bc.ca/feedback.php>

Annual Registration Renewal – NOTABLE REQUIREMENTS AND POLICIES (Renewal Deadline: DECEMBER 31 of each year)

A. General Requirements (see Bylaw 53)

1. Due Date: The following is due at the College office on or before December 31: (1) registration renewal package including signed attestation (Form A), (2) Quality Assurance Committee’s Continuing Competency Program attestation (Form B), and (3) renewal fee paid via cheque, money order or on line.

2. **Reinstatement:** The registrar must cancel the registration of a registrant who has failed to pay a renewal fee or another fee within the required time: see *Health Professions Act* s. 21 (3). Registrants should also refer to Bylaw 53(3)(g) which requires payment of any “outstanding fees, levies or debts owed to the College”. Reinstatements are governed by Bylaw 54, *Note: Bylaw 54 refers to HPA 21(4), which has been repealed.

3. **Possible Disciplinary Action:** Individuals who have been removed from the Register but continue to practice as psychologists or psychological associates will be considered in violation of the Psychologists Regulation and the *Code of Conduct*.

4. **Annual Certificate:** Please see Bylaw 53(8). Each registrant will receive an annual registration certificate by mail at the completion of renewal. Additional copies of certificates can be requested for a fee from the College office. *Bylaw 53(8)* requires that current certificates be prominently displayed.

B. Fees

1. **No Late Payments:** The College will accept cheques post-dated no later than December 31. Please see HPA s. 21(3)(b).

2. **Amount Due:** As noted above, Bylaw 53(3) paragraphs (g) and (h) require every registrant to deliver the amount of any outstanding fees, levies or debts owed to the College, as well as applicable fees for renewal, in order to maintain registration. The full amount for renewal is due on or before December 31. The College does not accept or provide for payment plans.

3. **Returned Cheques:** Registrants whose cheques are returned by the bank for any reason will be considered to have not paid their renewal fee. In addition, an administrative fee of \$50.00 will be charged.

C. Professional Executor

The primary responsibility of the professional executor is to facilitate appropriate access to practice records and the appropriate referral of current clients to other mental health professionals. The requirement of naming a professional executor will commence with renewal for the 2010 calendar year and requires naming the designated registrant on the renewal form. **See mailout coming in early November for more details.**

D. Supporting Documents

1. **Quality Assurance Committee Continuing Competency Program:** Registrants requesting a partial exemption from the Program’s requirements due to parental leave, medical reasons, or disability must submit a letter from a physician.

2. **Limited Register – Out of Province:** Registrants placing themselves on the Limited Register – Out of Province must submit documentation of their registration/licensure to practice psychology by a regulatory body in the other jurisdiction.

3. **Limited Register – Non-Practicing:** Registrants placing themselves on the Limited Register – Non-Practicing for medical reasons should provide a note from a physician.

4. **Moving to Full Register:** Registrants who were on the Limited Register - Non-Practicing due to medical reasons must submit documentation attesting to their readiness to resume the practice of psychology if they are planning to move to the Full Register.

E. Changes/Additions to Information on the Renewal Form

1. **Change of Register Address:** Registrants should refer to HPA ss. 21(2) and 54(1), and *Bylaw 50(3)*. An address for physical premises is required (i.e., post office boxes are not acceptable, except for rural addresses, in which case a registrant should provide both a land address and a post office box).

2. **Change of Address where Records are Kept or Change of Directory Address:** Registrants should indicate such changes in the space provided on the renewal form.

3. **Change of Name:** Registrants who have changed their legal name over the past year under the *Name Act* must provide the College with their full legal names for inclusion on the Register. The College may request supporting documentation. Registrants who have adopted new professional, business or trade names, as a result of marriage or otherwise, must also provide these names to the College, exactly as spelled or punctuated in actual use. The College’s policy on names is available on the College website.

4. Change of Registration Categories:

a) Registrants moving to the Limited Register - Out of Province or Limited Register - Non-Practicing must provide the supporting documentation as above (under D.2 and D.3).

b) Registrants may remain on the Limited Register – Non-Practicing for a maximum of two consecutive years. Registrants who were on the Limited Register - Non-Practicing due to medical reasons must submit documentation attesting to their readiness to resume the practice of psychology if they are planning to move to the Full Register.

c) Registrants seeking to move from the Limited Register – Retired to the Full Register should make a request to the Registration Committee. The committee will review the registrant’s length of time away from active practice, current competence, and fitness to practice in evaluating the request to resume active practice.

5. **Change of Credentials:** Registrants who are currently registered at the masters’ level and wish their registration status to reflect a recently acquired doctorate degree must make a written request to have the doctorate reviewed by the Registration Committee. The request must include an original transcript sent directly to the College by the degree-granting institution. The doctorate degree will be reviewed according to current registration criteria for regular applicants (available on the College website under “Applying for Registration”).

6. **Change of Area of Practice:** Registrants should refer to *Bylaw 52*, and *Code of Conduct 3.3*. Competence to practice in an area requires a combination of training, education, and experience. Requests to change or add an area of practice will be reviewed by the Registration Committee and registrants may be asked to submit documentation to support the change.

New Registrants from February 18, 2009 to September 9, 2009

Melis ALKIN
Betty ANDERSEN
Dona Elizabeth BILLINGSLEY
Rosalind E.H. CATCHPOLE
Jesse Yip Chor CHAN
Colin Bryce COMFORT
Daniel Raymond DALTON
Ann-Louise Elizabeth ELLWOOD
Renee-Louise M.L. FRANCHE
Roger Andreas FRIE
Karina Yolanda FUENTES
Joseph Richard GREENE

Richard Lawrence HARRISON
Brian Ernest HEISEL
Eugene William HEWCHUK
Sandy A. KLAR
Vanessa R. LAPOINTE
Marjolaine Michele LIMBOS
Judith Marcy MAGRILL
Patrick MYERS
Rachel Joti NOBEL
Inamarie OPPERMANN
Nancy Gail PROBER

Elizabeth Anne PYBUS
Gillian Amanda REYNOLDS
Noah David SILVERBERG
Holly Jean SMITH
Penny Lynn SNEDDON
Sandra J. SPARKES
Leonard Dean STANLEY
Lisa STRICKLAND-CLARK
Dan THACHUK
Sara Jay WHITE
Robert ZANATTA

Registrants who moved to the Limited Register – NonPracticing from February 18, 2009

Brenda Elaine HOGAN

Brandy Jennifer MCGEE

Tracey Lynn Bilan NIGRO

Registrants who moved to the Limited Register Registration Committee from February 18, 2009

David Joseph CREIGHTON

Registrants who moved to the Limited Register Out of Province from February 18, 2009

Kim Michelle STEVENSON

Registrants who moved to the Limited Register Retired from February 18, 2009

Naida Denise HYDE

Andre M. KLINGNER

Robert John MISURACA

Registrants who Resigned from the College from February 18, 2009

Jeanne NADEAU (June 4, 2009)

Registrants whose Registration has been reinstated since February 18, 2009

Kenneth G. GRANT (Limited Register, Retired)

In Memoriam

The College has become aware of the passing of the following registrants:

Esther STRAUSS (June 17, 2009)
Dennis O'TOOLE (August 31, 2009)

If you are aware of other registrants or former registrants who have passed, please advise the College so they too can be remembered in the *Chronicle*.

Information Meeting

Do you want to know more about the regulation of psychologists in BC? Come to an information meeting.

Vancouver

Thursday, November 19th, 2009
7:00 pm to 9:00 pm
The Arbutus Club
2001 Nanton Avenue, Vancouver, BC

Victoria

Wednesday, December 2nd, 2009
5:00 pm to 7:00 pm
Queen Alexandra Centre for Children's Health
2400 Arbutus Road, Victoria, BC

If you are interested in having an information session in your area (groups of 10 or more) please contact the College to make arrangements

 **College of Psychologists of British Columbia**

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