
COLLEGE OF PHYSICIANS AND SURGEONS OF NOVA SCOTIA

FRPA Review Report

Province of Nova Scotia



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Background of the Regulatory Body

Definition of the Profession

The "practice of medicine" means the practices and procedures usually performed by a medical practitioner and includes:

- (i) the art and science of the assessment, diagnosis or treatment of an individual,
- (ii) the related promotion of health and prevention of illness, and
- (iii) such other practices and procedures as taught in universities or schools approved by the Council for licensing purposes under the Nova Scotia *Medical Act* and regulations;

The Organization

The College of Physicians and Surgeons of Nova Scotia (CPSNS; the College) serves the public by regulating the province's medical profession in accordance with the Nova Scotia Medical Act and its regulations. Among other responsibilities, the College undertakes the following:

- Licensing physicians to practice in Nova Scotia
- Supporting high standards of medical practice and ethical conduct
- Investigating complaints against physicians
- Managing the Nova Scotia Physician Achievement Review (NSPAR) Program and the Clinician Assessment for Practice Program (CAPP)

Registration Requirements

Applicants for Full licensure in Nova Scotia must:

- be a graduate from a university or school that meets criteria approved by Council

Where it states "universities and medical schools approved by Council," those approved are found in the latest edition of the International Medical Education Directory (IMED) of the Foundation for Advancement of International Medical Education and Research (FAIMER), and include those schools of osteopathic medicine in the United States of America that are listed in that FAIMER Directory.

- be a licentiate of the Medical Council of Canada, or an acceptable alternative as determined by resolution of Council
- be one of the following:
 - a) a certificant with the College of Family Physicians of Canada; or
 - b) a certificant of the Royal College of Physicians and Surgeons of Canada; or

- c) a pre-1993 licentiate of the Medical Council of Canada who has completed a rotating internship approved by the Registrar.

Applicants who do not meet the above requirements may be eligible for other types of licensure in Nova Scotia. Requirements for a Defined licence are contained within two policies: Conditions for a Defined Licence in Family Medicine and Conditions for a Defined Licence for Specialty Practice. Requirements for a Temporary licence are that the candidate has an academic appointment with the Faculty of Medicine, Dalhousie University and international specialty status.

Requirements for an Education licence are a medical degree or equivalent approved by Council and registration with Dalhousie University as a postgraduate trainee.

Staffing

23 Full time staff (Registration Dept – 5 including Deputy Registrar)

2 Part time staff

Types of Licences/Certificates Issued

Full Licence – permits independent practice in the areas of medicine in which the physician is educated and experienced. The majority of physicians practising in Nova Scotia hold this class of licence.

Defined Licence – physicians must practice in accordance with the specific terms and conditions imposed on the licence as set out by legislation and policy.

Temporary Licence (Academic Practice) – permits physicians holding an academic appointment with Dalhousie University Medical School who do not hold all the Canadian qualifications required for a Full licence. The licence expires when the academic appointment ends.

Locum Licence – permits independent medical practice for up to a maximum of six months. Applicants must meet the requirements for a Full licence

Special Case Licence – granted for such things as teaching or learning a procedure; providing independent medical examinations; generally granted for one to two days.

Emergency Licence – granted in the case of an emergency or pandemic; generally granted for up to a maximum of three months

Education Licence - may practice only as required by the postgraduate training program in which the physician is enrolled at Dalhousie University Medical School. The licence expires when enrollment in postgraduate medical education ceases. The Education licence contains sub-types designed for certain types of training appointments such as electives and clinical traineeships.

Resident Moonlighting Licence – physicians holding an Education licence for postgraduate training are eligible to apply for a moonlighting licence with the approval of their program director to engage in providing locum coverage (moonlighting).

Licences Issued in the 2013 Calendar Year by Category

- Clinical Traineeship: 1
- Defined Licence: 49
- Elective Training: 106
- Fellowship Training: 13
- Full Licence: 120
- Locum Licence: 36
- Post Graduate: 123
- Resident Moonlighting: 44
- Special Case Licence: 9
- Temporary Registration - Dalhousie University: 16

Labour Market Outlook

The employment outlook for Family Physicians or Surgeons is good, which indicates the chances of a qualified individual finding work is above average.

The estimated opening due to growth and retirements between 2011 and 2016 for Family Physicians and Surgeons are 357 and 296, respectively.¹

Access to registration information

The College provides registration information to all applicants and potential applicants through the website (www.cpsns.ns.ca).

The application for medical registration for full, defined and temporary registration is now routed through physiciansapply.ca and can be accessed through a self-assessment tool (which leads to physiciansapply.ca) found on the College's website under Applicants for Registration. The national application for medical registration is hosted under physiciansapply.ca. The physiciansapply.ca is owned and managed by the Medical Council of Canada (physiciansapply.ca is a national initiative). At the present time only Nova Scotia and Alberta are using this process for application for licensure and review of qualifications. Over the next year or two several other Canadian medical regulatory authorities will begin to use this application process.

The applications for all other licence types can be found directly on the College's website. These continue to be a locally hosted process.

See the following link <http://www.cpsns.ns.ca/ApplicantsforRegistration.aspx> for access to application packages.

¹ Source: Canadian Occupational Projection System (COPS); NS Department of Labour & Advanced Education & Service Canada, 2011

In addition to the website CPSNS provides applicant information via e-mail, paper copies, telephone and in person. Applicants can begin the application process outside Canada.

Registration Practices

Registration requirements and criteria are outlined below.

Applicants for Full, Defined and Temporary licensing are required to apply to the Nova Scotia College using physiciansapply.ca which is owned and managed by the Medical Council of Canada (MCC). Applicants are first required to go through a short self-assessment found on the College's website which then leads them to the physiciansapply.ca login. Applicants who meet the requirements for a full licence will be able to access the complete application form; those who do not meet the requirements for a Full licence complete a Review of Qualifications (which is essentially the first half of the application form). Both are submitted to the College by physiciansapply.ca and the College reviews the forms and makes a determination if the applicant is eligible to continue with the application process for either a Full, Defined or Temporary licence. If so, the applicant is notified by the College, provided an applicant guide related to the class of licence they are eligible for, as well as a username and password to enable them to access the status of their application 24/7.

For each class of licence there is a separate application guide containing the requirements specific to the class of licence. These guides are updated on a regular basis to reflect changes in requirements and edited for clarity and readability. The guides set out the specific requirements for the class of licence, along with detailed instructions on required documentation, as well as general information and guidance on the registration process and time frames. The guides are comprehensive and current, so that applicants can complete the application process without necessarily having to contact the College's Registration Department with additional questions.

All other classes of licence in Nova Scotia (for Locum, Educational and Special Case licences) currently require completion of a paper-based application which can be found on the College's website. Each application package contains the application form, detailed instructions and a list of documents required to complete the application process. Once the College received the paper-based applications, they are reviewed, eligibility determined and the applicant is notified, providing them with a username and password to access the status of their application 24/7.

The qualifications required for registration consist of a degree in medicine which is a standard requirement for all classes of licensure. As well, applicants must have completed appropriate postgraduate training, examination and certification requirements as set out in College registration policies.

With respect to the requirement for a degree in medicine, where it states "universities and medical schools approved by Council," those approved are found in the latest edition of the International Medical Education Directory (IMED) of the Foundation for Advancement of International Medical Education and Research (FAIMER), and include those schools of osteopathic medicine in the United States of America that are listed in that FAIMER Directory.

All licences granted by the College other than the Education licence require completion of postgraduate training.

All applicants are required to submit credentials and documentation specific to the licence for which they are applying (see Appendix B for copies of all application packages and guides. Does not contain the Emergency licence application package as this licence is only available should an emergency arise.)

2013 Fees charged

The cost for a newly granted Full Licence is \$2,465 (family physician) to \$2,970 (specialist). Physicians requiring an assessment for practice would be subject to additional fees to cover the cost of an assessment. A practice ready assessment for family practice costs \$5,505. In addition, once licensed, physicians are required to hold adequate medical liability insurance, the fees for which are determined by type of practice and region. Pre-licensure examinations and certification examinations represent a cost to applicants and are set by each testing or certifying organization.

Steps in the registration process:

Step 1: Review of qualifications and if eligible, submission of a completed application or direct submission of application depending on qualifications

Step 2: Initiate application process within the Registration Department

Step 3: Provide applicant with username & password to access current status of their application

Step 4: Accumulation of required documentation (including training certificates, Certificate of Professional Conduct, references, letters of sponsorship where applicable, photograph)

Step 5: Interview if applicable

Step 6: Completed application sent for decision

Step 7: Applicant and stakeholders like MSI, DHAs notified of issuance of licence

2013 Data

Length of time (from receipt of completed application) registration usually takes: 47 days

Number of internal reviews (2013): 0

Number of applicants who received training or qualifications outside of the province and a list of the provinces (including number accepted and number rejected for a given year): 209 accepted, 6 still in progress, 2 withdrawn and 2 files inactive

- Newfoundland and Labrador: 30
- New Brunswick: 1
- Quebec: 27
- Ontario: 89
- Manitoba: 14
- Saskatchewan: 15
- Alberta: 24
- British Columbia: 19

Number of applicants who received training or qualifications outside of Canada and a list of the countries (including number accepted and number rejected for a given year): 156 accepted, 1 rejected, 13 still in progress, and 6 withdrawn.

- Aruba: 1
- Australia: 1
- Bangladesh: 1
- Belarus: 2
- Belgium: 1
- Croatia: 1
- Egypt: 9
- Estonia: 1
- Gemany: 2
- Ghana: 1
- Grenada: 3
- Hungary: 2
- India: 6
- Iran: 12
- Iraq: 3
- Ireland: 4
- Israel: 1
- Jamaica: 1
- Jordon: 1
- Kuwait: 2
- Libya: 2
- Mali: 1
- Mexico: 1
- Netherlands: 6
- Netherlands Antilles: 5
- New Zealand: 1
- Nigeria: 10
- Oman: 5
- Pakistan: 9
- Poland: 5
- Russian Federation: 1
- Saint Kitts and Nevis: 1
- Saudi Arabia: 46
- South Africa: 1
- Saint Maarten: 2
- Syria: 4
- Trinidad and Tobago: 2
- Ukraine: 2
- United Arab Emirates: 1
- United Kingdom: 7
- United States of America: 9
- Yemen: 1

Legislation

A new Medical Act was proclaimed in 2011 but waiting for Regulations Pursuant to the Medical Act before it is enforced.

The Medical Act (2011, c.38 – not proclaimed) can be viewed at http://nslegislature.ca/legc/bills/61st_3rd/3rd_read/b055.htm

Summary

In 2011 the Registration Department (CPSNS) took a proactive approach to the *Fair Registration Practices Act* (FRPA) by holding bi-weekly meetings examining the FRPA legislation and finding ways in which registration processes at the College would come into compliance with the Act. The department worked in concert with the College's Communications Director where changes to the website were involved, developed new policy where needed and began the process of collecting registration statistics (beyond those already being collected) to fulfill specific requirements in the Act. Registration also spent considerable time working with a subcommittee of the College's Council and College legal counsel drafting new regulations to accompany the new *Medical Act*. The College's Deputy Registrar participated in working groups for the development of FRPA, including data collection and criteria for reviews. The College continues to participate in FRPA networking and capacity building activities and helps to inform FRPA program enhancement.

Overall, the College is in compliance with FRPA. Some of the deficiencies identified are detailed in the action items below. These actions must be completed on or before the next FRPA review in 2016.

Two-year Action Plan

New website enhancements are underway and will be launched in late 2014.

CPSNS will work with the labour mobility coordinator on streamlining process for AIT applicants.

As per Section 14(2)(b) of the Fair Registration Practices Act (FRPA) the Review Officer will notify the Minister of Health and Wellness that CPSNS is awaiting enforcements of the new Medical Act and Regulations to allow them to fully comply with FRPA.

Disclaimer

The College of Physicians and Surgeons of Nova Scotia hereby declares that the information contained in this report is a true and accurate representation of current registration practices for their organization.



William (Bill) Lowe, MD, FCFP, MHA
Deputy Registrar

August 28, 2014
Date

Appendix A – FRPA Review Assessment Questionnaire

FRPA Review Assessment Questionnaire
College of Physicians and Surgeons of Nova Scotia

Question 1 (info q1)

How (what methods) do you use to provide information to potential applicants on your registration practices? (e.g. internet, individual counselling, hard copies)?

Respondent Answer

Internet, Email, Hard Copy, Telephone, Other (please specify)

Explain, specify, clarify, quantify, where appropriate. (info-q1)

CPSNS also provides information to applicants/candidates in person. Information can be found on the College's website at www.cpsns.ns.ca under Applicants for Registration.

Review Finding (info-q1)

Level 2

Action (info-q1)

No action required at this time.

Section 16(3)(g)

Question 1B (info q1b)

Can applicant begin the process outside of Canada?

Respondent Answer

Yes

Explain, specify, clarify, where appropriate (info-q1b)

Applications for registration are accessible electronically. The application for medical registration for full, defined and temporary registration is located through physiciansapply.ca or by using the self-assessment (which leads to physiciansapply.ca) found on the College's website under Applicants for Registration. The application for medical registration is hosted under physiciansapply.ca. The physiciansapply.ca is owned and managed by the Medical Council of Canada. physiciansapply.ca is a national initiative. At the present time only Nova Scotia and Alberta are using the process for application for licensure and review of qualifications. Over the next year or two several other medical regulatory authorities will begin

to use this application process. The applications for all other licence types can be found directly on the College's website. See the following link <http://www.cpsns.ns.ca/ApplicantsforRegistration.aspx> for access to application packages.

Review Finding (info-q1b)

Level 2

Action (info-q1b)

No action required at this time.

Question 2 (info Q2 Web Link)

Please provide a link to your website.

Respondent Answer

<http://www.cpsns.ns.ca>

Question 2a (info Q2a)

a. I believe that information on our website is: clear and understandable; written in plain language?

Respondent Answer

1 (Strongly Agree)

Question 2b (info Q2b)

b. On what basis do you make changes to your website?

Respondent Answer

Feedback from Applicants, Policy Change

Question 2c (info Q2c)

c. When was the section of the website pertaining to registration last updated?

Respondent Answer

on-going

Explain, specify, clarify, quantify, where appropriate. (info-q2)

The College updates the website on a continuous basis. At the present time the College is undergoing a review and redesign of the website. Information on applying for licensure can be

found at <http://www.cpsns.ns.ca/ApplicantsforRegistration.aspx>

Review Finding (info-q2)

Level 3

Action (info-q2)

New website enhancements are underway and will be launched in September.

Section 16(3)(g)

Question 3a (info Q2a)

a. Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?

Respondent Answer

legislation, Regulation, Policy

Question 3b (info Q2b)

b. Specify the appropriate section(s)?

Respondent Answer

Medical Act of Nova Scotia (section 21 to 29) ; Registration Regulations (section 10 to 23)

Question 3c (info Q2c)

c. Is this information made available to applicants?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (info-q3)

Nova Scotia Medical Act, Regulations for Registration and applicable policies are all found on the College's website under Applicants for Registration. Each application package provides a direct link to both the Medical Act and the Regulations for Registration.

Review Finding (info-q3)

Level 3

Action (info-q3)

No action required at this time.

Sections 7 (a), 7(c), 7(f), 16(3)(a), 16(3)(d)

Question 4 (info Q4)

Are you waiting for legislation to be passed?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (info-q4)

A new Medical Act was proclaimed in 2011 but waiting for Regulations Pursuant to the Medical Act before it is enforced.

Question 4 (info Q4)

Are you waiting for legislation to be passed?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (info-q4)

*A new Medical Act was proclaimed in 2011 but waiting for Regulations Pursuant to the Medical Act before it is enforced. Link to new Medical Act
http://nslegislature.ca/legc/bills/61st_3rd/1st_read/b055.htm*

Review Finding (info-q4)

Accepted

Action (info-q4)

No action required at this time.

Question 5a (info q5a)

a. Is the criteria for meeting the requirements of registration documented?

Respondent Answer

Yes

Question 5b (info q5b)

b. Do you provide applicants with the description of the criteria used to assess whether the requirements have been met (e.g. the number of years of schooling needed to be considered equivalent to a degree)?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (info-q5)

All application guides and packages contain detailed information on requirements for licensure, links to applicable policies, medical act & regulations and documents to be submitted. The documents consist of licensing guides (for the types of licence applied for electronically through physiciansapply.ca) and complete application packages for licences using a paper-based process. Due to the size of the documents (which exceed the 2 MB limit) the URLs for the guides are listed below and the remaining application packages can be found on the College's website. Full licence (through physiciansapply.ca) <http://cpsns.ns.ca/Portals/0/Registration-PDF/full-licence-guide.pdf> Defined licence (through physiciansapply.ca) <http://cpsns.ns.ca/Portals/0/Registration-PDF/defined-licence-guide.pdf> Temporary Registration (through physiciansapply.ca) <http://cpsns.ns.ca/Portals/0/Registration-PDF/temporary-registration-guide.pdf> Review of Qualifications (through physiciansapply.ca) <http://cpsns.ns.ca/Portals/0/Registration-PDF/CAPP-referral-guide.pdf> The application package for all other types of licensure in Nova Scotia can be found on the College's website at <http://www.cpsns.ns.ca/ApplicantsforRegistration.aspx>

Review Finding (info-q5)

Level 3

Action (info-q5)

No action required at this time.

Sections 7(d), 16(3)(b)

Question 6 (info q6)

If you require translation of specific documents how is the applicant informed?

Respondent Answer

Web Site, Other (please specify)

Explain, specify, clarify, quantify, where appropriate. (info-q6)

We have a policy regarding translations of documents not in English; policy can be found on the College's website. It is also brought to applicants' attention in the "Documentation list" that

is provided with every application package (where applicable).

Review Finding (info-q6)

Level 3

Action (info-q6)

No action required at this time.

Section 7(a)

Question 7 (info q7)

Do you have a streamlined registration process for those applicants already registered in another Canadian jurisdiction (as per Chapter 7 Agreement on Internal Trade)?

Respondent Answer

No

Explain, specify, clarify, quantify, where appropriate. (info-q7)

All applicants applying for a full, defined or temporary licence are required to apply using the application for medical registration in Canada through physiciansapply.ca. Registration under the AIT would fall under one of these three types of licensure according to the applicant's licence type in another Canadian jurisdiction. If eligible for registration under the AIT, the applicant would be required to submit all required documentation for the licence they are eligible for (if applicable).

Review Finding (info-q7)

Level 1

Action (info-q7)

CPSNS will work with the labour mobility coordinator on process.

Sections 7(a), Ch 7

Question 7 (info q7)

Do you have a streamlined registration process for those applicants already registered in another Canadian jurisdiction (as per Chapter 7 Agreement on Internal Trade)?

Sections 7(a), Ch 7

Question 8 (info q8)

Does your organization make accommodations for applicants with physical or mental disability?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (info-q8)

The College has not had to make any specific accommodations as the building the College occupies can accommodate any applicants with a disability.

Section 16(3)(h)

Question 9a (info q9a)

a. Is any or all of your assessment process done by a third party (e.g. national bodies, credential assessment agencies, etc.)?

Respondent Answer

Yes

Question 9b (info q9b)

b. If so, please specify the name of the organization and describe their role.

Respondent Answer

Medical Council of Canada, College of Family Physicians of Canada and the Royal College of Physicians & Surgeons of Canada

Question 9c (info q9c)

c. Please indicate the types of activities that they assist with?

Respondent Answer

Data Collection, Data Storage, Credential Assessment, Verification of Documents, Examinations

Question 9d (info q9d)

d. Can you describe how they adhere to the General Duties of the Regulatory Body as outlined in the Act including transparency, objectivity, impartiality and procedural fairness?

Respondent Answer

Service Level Agreement, Other (please specify)

Question 9e (info q9e)

e. Are you informed of all decisions made by third parties on applicants?

Respondent Answer

Yes

Question 9f (info q9f)

f. Does your third party have an internal review process for unsuccessful applicants?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (info-q9)

The College's third-parties are separate and independent from the College, each having a distinct role in the medical licensure system. They are also our partners and stakeholders with whom we consult, collaborate and engage in continuing dialogue.

Section 16(3)(i)

Question 10a (info q10a)

a. What types of supports do you provide to applicants during the registration process?

Respondent Answer

Internet, Telephone, Print Material, Other (please specify)

Question 10b (info q10b)

b. Have you had applicants who need support mechanisms that you can't provide or are not available?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (info-q10)

10(a) - providing support in person 10(b) - applicants requiring an assessment for specialty practice. While the College has an assessment process for family physicians, it is extremely

difficult to obtain specialty assessments for various reasons (e.g. cost, availability of assessors/venues for assessments)

Review Finding (info-q10)

Level 3

Action (info-q10)

No action required at this time.

Sections 7(e), 16(3)(k)

Question 11 (info q11)

Where practical, do you provide unsuccessful applicants with information on programs and services they can participate in to facilitate successful registration in the future?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (info-q11)

Refer unsuccessful applicants to e.g Medical Council of Canada examinations; to the Canadian Resident Matching Service for postgraduate training

Review Finding (info-q11)

Level 2 - process is documented within other policy/procedure docs.

Action (info-q11)

No action required at this time.

Section 8(d)

Question 2 (comm q2)

Do you have a reasonable timeframe to responde to inquiries from applicants?

Respondent Answer

1 Very Reasonable

Explain, specify, clarify, quantify, where appropriate. (comm-q2)

General inquiries regarding registration are responded to within 1 - 2 days. Specific inquiries regarding a pending application is generally responded to the same day. The College also

maintains a website for applicants to review the current status of their application, what documents have been received, what documents are still outstanding and what documents may be expiring (references and certificates of standing are valid for a limited period of time; applicants are made aware of this in the application process. A timeline of 3 - 4 weeks has been set for Reviews of Qualifications due to complexity of training and work experience but can often be done in a little less time. Notification to applicants of decisions is generally done within 1 - 2 days. Often a licence is granted the same day that a decision has been made that an applicant is approved for licensure.

Review Finding (comm-q2)

Level 1 - timelines are available in various places

Action (comm-q2)

Will develop a policy on timelines.

Sections 7(b), 8(a), 8(b), 8(c)

Question 3a (comm q3a)

a. Do you provide written decisions, responses and reasons for acceptance or rejection of an application?

Respondent Answer

Yes

Question 3ai (comm q3ai)

i. Do you have a formal policy for this process?

Respondent Answer

Yes

Question 3aii (comm q3aii)

ii. Do you have a standard timeline?

Respondent Answer

Yes

Question 3b (comm q3b)

b. Do you provide applicants who are not granted registration with information regarding an internal review process (including the opportunity to make submissions respecting such

review)?

Respondent Answer

Yes

Question 3c (comm q3c)

c. Based on the previous questions, describe ways your organization could improve the timeliness of your decisions and/or how you communicate the results?

Respondent Answer

Based on the current timelines the only area to improve timeliness would be the length of time it takes to make a decision on an internal review. Currently the time frame is no more than 60 days. However, when making a decision on an applicant's future the committee does not want to rush a decision just to make the process more timely.

Explain, specify, clarify, quantify, where appropriate. (comm-q3)

See the policy Internal Review Process for Denial of Registration or Licence

Review Finding (comm-q3)

Level 3

Action (comm-q3)

No action required at this time.

Sections 8(b), 8(c)

Question 3a (comm q3a)

a. Do you provide written decisions, responses and reasons for acceptance or rejection of an application?

Respondent Answer

Yes

Question 3ai (comm q3ai)

i. Do you have a formal policy for this process?

Respondent Answer

Yes

Question 3aii (comm q3aii)

ii. Do you have a standard timeline?

Respondent Answer

Yes

Question 3b (comm q3b)

b. Do you provide applicants who are not granted registration with information regarding an internal review process (including the opportunity to make submissions respecting such review)?

Respondent Answer

Yes

Question 3c (comm q3c)

c. Based on the previous questions, describe ways your organization could improve the timeliness of your decisions and/or how you communicate the results?

Sections 8(b), 8(c)

Question 1a (docu q1a)

a. Do you provide information on what documentation of qualifications must accompany an application?

Respondent Answer

Yes

Question 1b (docu q1b)

b. Do you include a process for verification of documentation authenticity?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate.(docu-q1)

All international applicants are required to have various documents (medical degree, medical school transcript, postgraduate training certificates and specialty certificates) source verified through physiciansapply.ca. The application for medical registration is hosted under physiciansapply.ca. The physiciansapply.ca is owned and managed by the Medical Council of Canada. Documents not requiring source verification through physiciansapply.ca must be

presented to the College as original documents or notarized by a notary public or commissioner of oaths.

Review Finding (docu-q1)

Level 2

Action (docu-q1)

No action required at this time.

Section 9(a)

Question 2 (docu q2)

Do you provide information on the steps in the registration process including supporting documentation required at the various steps?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (docu-q2)

An application package or guide is provided for all types of licence in Nova Scotia. Physicians applying for a Full, Defined or Temporary licence apply through physiciansapply.ca. When an application is received at the College and the type of licence is determined, the applicant is sent a link to the appropriate guide which outlines all required documentation. For all other types of licence (that do not use the physiciansapply.ca application), a complete application package can be found on the College's website at www.cpsns.ns.ca under Applicants for Registration. Licensing guides for applications received through physiciansapply.ca are (too large to send as attachments to the questionnaire): Defined licence guide: <http://cpsns.ns.ca/Portals/0/Registration-PDF/defined-licence-guide.pdf> Full licence guide: <http://cpsns.ns.ca/Portals/0/Registration-PDF/full-licence-guide.pdf> Temporary Registration guide: <http://cpsns.ns.ca/Portals/0/Registration-PDF/temporary-registration-guide.pdf> Referral to CAPP guide: <http://cpsns.ns.ca/Portals/0/Registration-PDF/CAPP-referral-guide.pdf>

Review Finding (docu-q2)

Level 3

Action (docu-q2)

No action required at this time.

Sections 7(c), 16(3)(a), 16(3)(b)

Question 3 (docu q3)

Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicant's control (e.g. a sworn statement in lieu of full documentation)?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate.(docu-q3)

There may be occasions when applicants are not able to provide certain documents (medical diploma, specialty certificates, proof of postgraduate training). In some instances this may be due to reasons such as loss by natural disaster, war-torn countries, institution no longer exists, etc. The College of Physicians and Surgeons of Nova Scotia will strive to obtain confirmation of these documents using alternative pathways/methods where available. Applicants must provide evidence to support claims of unavailable documents.

Review Finding (docu-q3)

Level 3

Action (docu-q3)

No action required at this time.

Sections 9(b), 16(3)(c)

Question 4 (docu q4)

What difficulties or obstacles are faced by applicants who received their qualification in a country other than Canada?

Respondent Answer

obtaining original documents, verification of credentials, identifying and participating in gap training programs, access to qualifying exam, language proficiency or professional technical language

Explain, specify, clarify, quantify, where appropriate.(docu-q4)

Some applicants experience difficulties in obtaining their original documents for various reasons but this problem is experienced by relatively few applicants; sometimes for political reasons (Cuba) or where the regulatory structure in their home country no longer exists (Russia). Applicants receiving their qualifications outside of Canada are required to have their medical degree, medical school transcript, postgraduate training, and specialty certificates source verified. All source verifications must be done through physiciansapply.ca (Medical Council of Canada). Applicants who do not meet the training & practice requirements for practice entry in NS but meet certain prerequisites (e.g. CAPP eligibility criteria) are required

to have an assessment of their skills & knowledge in Canada. While there is an assessment program for family physicians (CAPP), there is no formal assessment program available for specialists. Physicians whose undergraduate medical education and patient care experience is not in a country where English is the native language are required to take an English language test approved by the Council of the College (TOEFL or IELTS).

Review Finding (docu-q4)

Accepted

Action (docu-q4)

No action required at this time.

Sections 9(b), 16(3)(c)

Question 5a (docu q5a)

a. Do you have a process for which requests for access documentation related to registrations are considered?

Respondent Answer

Yes

Question 5b (docu q5b)

b. Is this made available to applicants?

Respondent Answer

Yes

Question 5c (docu q5c)

c. What information may you exclude?

Respondent Answer

See the attached policy Access to Application and Related Documents by Applicants, The policy can be found on the College's website and is also provided to applicants requesting a copy of their application file.

Question 5d (docu q5d)

d. Do you charge a fee?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate.(docu-q5)

\$50.00 plus \$.25 per page. If the file is provided electronically to the physician then the fee per page is not charged.

Review Finding (docu-q5)

Level 3

Action (docu-q5)

No action required at this time.

Section 12(1), 16(3)(j)

Question 1 (inte q1)

Does your Act include an authority to conduct an internal review of the registration decision?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate.(inte-q1)

Sections 20-29, 32 – Medical Act of Nova Scotia (See attached policy)

Review Finding (inte-q1)

Level 3 - have an existing policy and new legislation addresses authority

Action (inte-q1)

Review Officer will prepare letter to Minister of Health and Wellness regarding regulatory amendments.

Section 7(a)

Question 2 (inte q2)

Do you have a regulation or by-law that defines the internal review process?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (inte-q2)

Sections 20-29, 32 – Medical Act of Nova Scotia 1995 & policy Pending Regulations Pursuant to the Medical Act of 2011 will define the internal review process.

Review Finding (inte-q2)

Level 3 - policy currently addresses internal review process; new legislation will address authority

Action (inte-q2)

No action required at this time.

Section 7(a)

Question 3 (inte q3)

When are unsuccessful candidates informed of their right to internal review of a registration decision?

Respondent Answer

Included with a registration decision

Explain, specify, clarify, quantify, where appropriate. (inte-q3)

When an applicant has been notified that their application for licensure has been denied, they are informed of the appeal process, a deadline for submitting their request for an appeal, the fee for an appeal and they are provided with a copy of the appeal policy/process. (See attached policy Internal Review Process for Denial of Registration or Licence)

Review Finding (inte-q3)

Level 3

Action (inte-q3)

No action required at this time.

Sections 7(a), 10(1)

Question 4a (inte q4a)

a. Do you have an internal review process and procedures document (policy document)?

Respondent Answer

Yes

Question 4b (inte q4b)

b. Does this include time frames for the internal review?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (inte-q4)

See attached policy Internal Review Process for Denial of Registration or Licence

Review Finding (inte-q4)

Level 3

Action (inte-q4)

No action required at this time.

Sections 7(a), 10(1)

Question 5a (inte q5a)

For the internal review process you make available to applicants that are not granted registration:

a. Summarize the process of the internal review?

Respondent Answer

Applicant is denied licensure, provided with reasons for denial and the internal review process, time frame to notify the College if they wish to have a review, cost, etc. Request & fee for internal review received by the College Credentials Committee notified and a meeting is scheduled Applicant can attend if they wish and be represented by legal counsel The application and relevant documentation is provided to the Credentials Committee, as well as the applicant The committee meets, reviewed the relevant documentation, the applicant can provide an oral submission to the committee, as well as the decision maker (Deputy Registrar) Neither the applicant nor the Deputy Registrar has the right to question each other or to cross examine each other On completion of any submissions, the committee meets to consider it's decision and the reasons for the decision (the Deputy Registrar, applicant & College staff to not participate

in the decision making) The committee can make any decision that the Deputy Registrar could have made with respect to the application The committee makes a decision, prepares a written decision with reasons (if necessary) within a reasonable time but not to exceed 60 days. If the applicant disagrees with the decision, they can request to have the matter reviewed by the College's Council.

Question 5b (inte q5b)

b. Describe the opportunities made available to an applicant to make submissions respecting such review.

Respondent Answer

The applicant is notified that they can provide additional information and the time frame in which to provide the information to the College.

Question 5c (inte q5c)

c. Specify the format for the internal review submission

Respondent Answer

Oral, Written

Question 5d (inte q5d)

d. What is the timeline for submitting supporting evidence?

Respondent Answer

Weeks

Respondent Answer

Any supporting evidence must be submitted at the time the applicant requests an internal review. The applicant is given 30 days to submit a request for an internal review. (see below for further information)

Question 5e (inte q5e)

e. Do you believe this is enough time to receive supporting evidence from outside Canada?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (inte-q5)

Documentation can be submitted by regular mail, e-mail or fax. If the applicant is experiencing

difficulties obtaining additional evidence, they need to bring it to the attention of the Registration Department who will then discuss with the Chair of the Credentials Committee. Upon receipt of a request for an internal review the Chair of the Credentials Committee must convene a quorum of the committee within 60 days. The applicant is able to submit further information up to 14 days before the date of the internal review meeting.

Review Finding (inte-q5)

Level 3

Action (inte-q5)

No action required at this time.

Sections 7(a), 10(1), 10(2), 10(4), 16(3)(m)

Question 6a (inte q6a)

a. Are the results of the internal review made available to applicants in writing, with reasons?

Respondent Answer

Yes

Question 6ai (inte q6ai)

i. In what timeframe are the results of the internal review made available to applicants?

Respondent Answer

1-2 months

Question 6aii (inte q6aii)

ii. Are these timelines communicated?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate.(inte-q6)

The College's policy Internal Review Process for Denial of Registration or Licence outlines all time frames applied to an internal review.

Review Finding (inte-q6)

Level 3

Action (inte-q6)

No action required at this time.

Sections 7(a), 10(3)

Question 7 (inte q7)

Have individuals who make internal review decisions received appropriate training?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (inte-q7)

Training of the Credentials Committee received from Ray Larkin, QC of Pink Larkin. The content of the training included principles of natural justice and procedural fairness, as well as practical advice on conducting a hearing. This training was video-taped and is available as required.

Review Finding (inte-q7)

Accepted

Action (inte-q7)

No action required at this time.

Sections 7(a), 11, 16(3)(p)

Question 8 (inte q8)

Do you have a prohibition that states ‘no one who acted as a decision-maker in respect of a registration decision acted as decision maker in an internal review’?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (inte-q8)

See attached policy Internal Review Process for Denial of Registration or Licence

Review Finding (inte-q8)

Level 3

Action (inte-q8)

No action required at this time.

Sections 7(a), 10(5), 16(3)(n)

Appendix B – Forms

Refer to separate .pdf document for the following applications:

Application guide for a Full licence

Application guide for a Defined licence

Application guide for a Temporary licence

Application guide for a referral to CAPP (CPSNS's Clinician Assessment for Practice Program)

Application package for a Locum licence

Application package for a Special Case licence

Application package for Education licensing

- a) Postgraduate Year One – Canadian trained
- b) Postgraduate Year One – Internationally trained
- c) Elective Training
- d) Re-entry to Training or transfer from another training institution
- e) Clinical Traineeships
- f) Fellowship Training

Application packages for Resident Moonlighting

- a) External Moonlighting
- b) Internal Moonlighting