



By-Law 4: 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”).

The 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:
 - (i) are registered on the medical register, pursuant to s. 18 of the *Act*;
 - (ii) are registered on the specialist register, pursuant to s. 19 of the *Act*;
 - (iii) are registered on the education register, pursuant to s. 20 of the *Act*;
 - (iv) hold a provisional licence to practice medicine, pursuant to s. 25 of the *Act*;
3. The following information will be included on the College Register for each registrant:
 - (i) Full name
 - (ii) Licence Number
 - (iii) Licence status
 - a. Active
 - b. Inactive
 - (iv) Practice address
 - (v) Practice telephone number
 - (vi) Register
 - a. Medical
 - b. Specialist
 - c. Education
 - d. Provisional
 - (vii) Current licence:
 - a. Full licence
 - b. Provisional licence
 - c. Other
 - (viii) Practice:
 - a. General Practice
 - b. Royal College Specialty
 - (ix) Practising Status

- a. Practising
- b. Non-Practising
- c. Post-Graduate
- d. Student
- (x) Licence History
- (xi) Undergraduate Medical Education
 - a. Medical school
 - b. Degree
 - c. Year of graduation
- (xii) Certifications
 - a. CCFPC certification(s) and date obtained
 - b. RCPSC certification(s) and date obtained
- (xiii) Current Licence Restrictions
 - a. Restriction
 - b. Details
 - c. Effective Date
 - d. End Date
- (xiv) Regulatory Actions
 - a. 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.
 - b. 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.
 - c. 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.

Corporate Register

4. 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*,
5. 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

Maintenance of the Registers

6. 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.
7. The Registrar may maintain an electronic version of one or more of the Registers on the College's website.

Document History

Approved by Council	March 10, 2018
Reviewed & Updated	
Expected Review Date	March 10, 2023
Publication Date	March 16, 2018