



**Request for Certificate of Professional Conduct**

I, Dr. \_\_\_\_\_, a physician currently or previously licensed with the College of Physicians and Surgeons of Newfoundland and Labrador request that the College send a Certificate of Professional Conduct (CPC) to:

_____		_____
<b>Name of Receiving Authority/Body</b>		<b>Attention</b> (if applicable)
_____		_____
<b>Street</b>		<b>Town/City</b>
_____	_____	_____
<b>Province/State</b>	<b>Postal/Zip Code</b>	<b>Country</b>

**By my signature below, I acknowledge:**

- 1.) I understand that the College will disclose the following information to the receiving authority/body:
  1. Registration Number
  2. MINC Number
  3. Registration Status
  4. Credentials (such as medical degree, certifications)
  5. Licence History
  6. Decisions of an Adjudication Tribunal where there was a finding of guilt of conduct deserving of sanction
  7. Any suspension or revocation of licence
  8. Any current restriction of licence
  9. A caution and/or counsel issued to the physician within the last three (3) years
  10. Active allegations and complaints for which a decision has not yet been rendered
  11. Settlement Agreements entered into to resolve an allegation within the last ten (10) years
  12. Additional information relating to the physician that the College deems relevant
- 2.) I am aware there is a fee for this service and that fee payment must accompany each request.
- 3.) This consent shall be valid for 12 months from the date on which the CPC is issued. I understand that the College may issue an updated CPC to the original receiving authority/body if the information included on the initial CPC changes.

_____		_____	_____
<b>Physician's Name (Please Print)</b>		<b>Telephone</b>	<b>Email</b>
_____			
<b>Street</b>			
_____	_____	_____	_____
<b>Town/City</b>	<b>Province/State</b>	<b>Postal/Zip Code</b>	<b>Country</b>
_____	_____	_____	_____
<b>Signature</b>	<b>CPSNL Licence Number</b>	<b>Date</b>	

**College of Physicians and Surgeons of Newfoundland and Labrador**

Suite W100, 120 Torbay Road, St. John's NL, A1A 2G8

T. 709.726.8546 F. 709.726.4725 E. cpc@cpsnl.ca



**Method of Payment**

**Payment may be made by: VISA or MasterCard**

Please complete the following and submit with your completed request:

Check one:  VISA  MasterCard

Card number: \_\_\_\_\_  
(Please print clearly)

Cardholder's name: \_\_\_\_\_  
(Name as it appears on card - Please print clearly)

Expiry date: \_\_\_\_\_  
MM / YY

CVV/CSC number: \_\_\_\_\_  
(Three-digit security number on back of card)

Payment for (if not cardholder): \_\_\_\_\_

**Authorization (Tick one):**

\_\_\_ I authorize the College of Physicians and Surgeons of Newfoundland and Labrador to debit my credit card indicated above for \$125 + tax for members/\$150 + tax for non-members. Allow 10-15 business days for processing.

\_\_\_ Expedite my request. I authorize the College of Physicians and Surgeons of Newfoundland and Labrador to debit my credit card indicated above for \$225 + tax for members/\$250 + tax for non-members. Expedited requests are processed within five business days from receipt of payment and signed request.

Signature of Cardholder: \_\_\_\_\_



## Explanatory Note

A **Certificate of Professional Conduct** issued by the College of Physicians and Surgeons of Newfoundland and Labrador will include dates and particulars of the following:

- decisions of an Adjudication Tribunal where there was a finding of guilt of conduct deserving of sanction,
- any suspension or revocation of licence,
- any current restriction of licence,
- a caution and/or counsel issued to the physician within the last three (3) years,
- active allegations and complaints for which a decision has not yet been rendered,
- settlement agreements entered into to resolve an allegation within the last ten (10) years, and
- additional information relating to the physician that the College deems relevant.

Without the signed consent of the medical practitioner, Certificates of Professional Conduct will not include:

- decisions of the Adjudication Tribunal where there was no finding of guilt,
- cautions and/or counsels issued to the physician more than three (3) years prior to the date of the Certificate,
- complaints that have been resolved through a consensual process, unless it was agreed that the information would be disclosed on a Certificate of Professional Conduct,
- allegations that have been dismissed, and
- restrictions of licence that are no longer in effect.

## Definitions

**Adjudication Tribunal:** a three-person panel appointed to conduct a formal, public hearing of a complaint following a determination that there are reasonable grounds to believe the physician has engaged in conduct deserving of sanction by the Complaints Authorization Committee.

**Allegation:** a written document, usually received from a member of the public, alleging that a physician has engaged in conduct deserving of sanction.

**Caution/Counsel:** warning or guidance issued by the Complaints Authorization Committee to a physician after an investigation into an allegation has concluded in lieu of referring the matter to the Disciplinary Panel for a hearing before the Adjudication Tribunal. In order to issue a caution and/or counsel, the Committee must conclude that there are reasonable grounds to believe the physician has engaged in conduct deserving of sanction.

**Complaint:** an allegation becomes a complaint if the Complaints Authorization Committee determines that an allegation discloses reasonable grounds to believe that a physician has engaged in conduct deserving of sanction.

**Complaints Authorization Committee:** a Committee exercising a screening function to determine whether an allegation discloses reasonable grounds to believe that a physician has engaged in conduct deserving of sanction.

**Conduct Deserving of Sanction:** includes:

- professional misconduct,
- professional incompetence,
- conduct unbecoming a medical practitioner,
- incapacity or unfitness to engage in the practice of medicine, and
- acting in breach of the *Medical Act, 2011*, the regulations, by-laws of the College, or the Code of Ethics.

**Quality Assurance Committee:** the Committee which operates a program of quality assurance including reviews of a medical practitioner or his/her practice.