

<i>Policy (CMO):</i>	Letters of Professional Conduct (LOPC)
<i>Reference #:</i>	PCMO-C051910
<i>Approved by:</i>	Council
<i>Date approved:</i>	May 19, 2010 (Revised December 2010)
<i>Attachments:</i>	none



## POLICY FOR LETTERS OF PROFESSIONAL CONDUCT

### PURPOSE

To specify who can request a Letter of Professional Conduct (LOPC), what will be in that letter, and the process that will be followed in providing the letter.

### RATIONALE

To ensure that LOPCs are available to organizations that have a shared liability or accountability with a member; that LOPCs contain relevant and appropriate information; that the process for providing LOPCs is transparent.

### LEGISLATION

The relevant legislation, regulations and by-laws regarding LOPCs includes:

- the *Health Professions Procedural Code*, being Schedule 2 to the *Regulated Health Professions Act*, 1991, as amended from time to time
- Registration Regulation made under the *Midwifery Act*, 1991
- the CMO by-laws, Article 15.3

### SCOPE

This policy applies to all departments and administrative offices of the CMO, to all CMO officers, Council and committee members and employees, and all Registered Midwives.

### POLICY

The College of Midwives of Ontario issues Letters of Professional Conduct for members upon the request of an organization that has a shared liability or accountability with the member and upon receipt of a signed consent form from the member and the required fee. Once a letter has been issued, the College provides updates to the organization of the information contained in the LOPC.

### PROCEDURES

- The member or organization must complete the LOPC Request form.
- The member must sign a consent form for each LOPC request. The consent form will explicitly state the type of information that will be released as a part of the LOPC.
- The College must receive the prescribed fee in order to process the request.
- The member may request an invalidated copy of the LOPC, which is indicated on the LOPC consent form.

<i>Policy (CMO):</i>	Letters of Professional Conduct (LOPC)
<i>Reference #:</i>	PCMO-C051910
<i>Approved by:</i>	Council
<i>Date approved:</i>	May 19, 2010 (Revised December 2010)
<i>Attachments:</i>	none

Organizations that have a shared liability or accountability with the member will be eligible to request an LOPC. Examples are: hospitals, Transfer Payment Agencies, midwifery practice groups, other regulatory bodies.

The College will provide information about the member's registration status contained in the register and information relevant to the eligible parties. The information provided is dependent upon the recipient of the letter (see chart). The following information will be included in every LOPC:

- The member's name,
- The member's College registration number,
- Date of initial registration
- Date of issue of the current certificate,
- Class and status of certificate,
- Limitations on the certificate,
- Whether a member has a proceeding before the Registration, Discipline or Fitness to Practice Committee,
- The findings of any proceedings with the Registration, Discipline or Fitness to Practice Committee,
- That a member has been cautioned in the previous two years,
- That member has currently been ordered a Specified Continuing Education or Remediation Program by the Inquiries, Complaints and Reports Committee,
- That a member has a signed Acknowledgement and Undertaking in progress with the College.

At the Deputy Registrar's discretion, additional information may be included for some recipients of the LOPC. This information may include:

- Information in the possession of the College that the Executive Committee of the College reasonably believes would be relevant to the purpose for which the LOPC is requested.

<i>Policy (CMO):</i>	Letters of Professional Conduct (LOPC)
<i>Reference #:</i>	PCMO-C051910
<i>Approved by:</i>	Council
<i>Date approved:</i>	May 19, 2010 (Revised December 2010)
<i>Attachments:</i>	none

## INFORMATION BREAKDOWN BY RECIPIENT OF LOPC:

INFORMATION PROVIDED	RECIPIENT					
	HOSPITAL	TRANSFER PAYMENT AGENCY	MIDWIFERY PRACTICE GROUP	OTHER REGULATOR	ASSOCIATION OF ONTARIO MIDWIVES	MIDWIFERY EDUCATION PROGRAM
MEMBER'S NAME	X	X	X	X	X	X
REGISTRATION NUMBER	X	X	X	X	X	X
DATE OF CERTIFICATION	X	X	X	X	X	X
CLASS AND STATUS	X	X	X	X	X	X
LIMITATIONS	X	X	X	X	X	X
CURRENT PROCEEDINGS	X	X	X	X	X	X
FINDINGS OF GUILT	X	X	X	X	X	X
CAUTION (IN THE PREVIOUS TWO YEARS)	X	X	X	X	X	X
SPECIFIED CONTINUING EDUCATION OR REMEDIATION PROGRAM (SCERP)	X	X	X	X	X	X
A&U IN PROGRESS	X	X	X	X	X	X
OTHER INFORMATION (REASONABLY RELEVANT) <ul style="list-style-type: none"> <li>▪ QAP COMPLIANCE</li> <li>▪ CERTIFICATION COMPLIANCE</li> <li>▪ OPEN INVESTIGATION</li> </ul>						

NOTE: The College's Public Register contains the following information for each registered midwife: Referrals to Discipline, Synopsis of Decisions (findings of guilt), Findings of Malpractice, Suspensions and Revocations, Specified Information from the Registration, Discipline and Fitness to Practise Committees, Resignation with agreement to never re-apply. The Public Register is available on the College's website ([www.cmo.on.ca](http://www.cmo.on.ca)).

COLLEGE OF  
MIDWIVES  
OF ONTARIO



ORDRE DES  
SAGES-FEMMES  
DE L'ONTARIO 21 St. Clair Avenue East, Suite 303  
Toronto, Ontario M4T 1L9 Tel 416 640 2252 Fax 416 640 2257 Email [admin@cmo.on.ca](mailto:admin@cmo.on.ca)