

*Approved September 25, 2001
Effective January 1, 2002*

POLICY FOR LETTERS OF PROFESSIONAL CONDUCT

The College of Midwives of Ontario will issue a Letter of Professional Conduct for a member upon the request of an institution or organization that has a shared liability or accountability with the member and upon receipt of a signed consent form by the member and the required fee. Once a letter has been issued the College will provide updates to the institution or organization of the information contained in the letter.

Procedures:

The organization or institution must fill out an application request form.

The member must sign a consent form for each Letter of Professional Conduct (LPC) request. The consent form will explicitly state the type of information that will be released as a part of the LPC.

The College must receive the prescribed fee in order to process the request.

The member may request an invalidated copy of the LPC.

Institutions and organizations that have a shared liability or accountability with the member will be eligible to request an LPC. Examples are: hospitals, TPAs, 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 will include:

- The member's name,
- The member's College registration number,
- 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,
- That a member has been cautioned in the previous two years,
- That a member has a signed A&U in progress with the College, and;
- All 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 LPC is requested.