

## Rules for Member Participation

Issued: December 4, 2015

Rules for the College Programs are required under the *Health Professions Act Regulations for Physicians, Surgeons and Osteopaths Profession*. Rules address various parameters for a program including requirements for member participation.

The College is obligated under the *Health Professions Act (HPA)* to establish and operate a competence program. The three broad components of the competence program are outlined in section 21 of the *Physicians, Surgeons and Osteopaths Profession Regulation (Regulations)* under the HPA. The Competence Committee is responsible for the operation of the College's competence program. The competence program is intended to identify regulated members whose competence may require further assessment and possibly improvement through further education. The Physician Prescribing Practices (PPP) program is operated by the Competence Committee to monitor the prescribing practices of regulated members for certain drugs identified by Council as being included on the Type 1 and Type 2 Triplicate Prescription Monitored Medication lists. Any regulated member who prescribes triplicate prescription monitored medication must comply with the rules of that program.

The Competence Committee establishes at risk prescribing parameters and regulated members whose prescribing is identified from the TPP database as at risk are provided an educational intervention. Those regulated members who do not demonstrate satisfactory improvement following the intervention receive remediation as directed under Section 27 of the Regulations.

Pursuant to section 52 of the HPA, information from a regulated member's participation in the College's competence program is kept confidential by the Competence Committee. In limited circumstances, as set out in section 51.1 of the HPA, information about the regulated member can be given to the Complaints Director of the College if the Competence Committee believes there is a lack of competence that cannot be remedied, incapacity or unprofessional conduct. A failure or refusal to comply with the PPP program requirements is considered unprofessional conduct under the HPA.

The rules for regulated members participating in the PPP program are:

- (1) A regulated member is responsible for the triplicate prescription forms issued to the member by the PPP Program.
- (2) A regulated member must ensure that all blank triplicate prescription forms are kept secure at all times.
- (3) A regulated member must use a triplicate prescription form when prescribing a pharmaceutical product on the Type 1 Triplicate Prescription Program Monitored Medication list.
- (4) A regulated member must maintain triplicate prescription information as part of the patient record for ten (10) years by:
  - (a) keeping the physician's copy of the issued triplicate prescription forms in an accessible, secure location, or

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**Terms Used:**

- *Regulated member* means any person who is registered or who is required to be registered as a member of this College. The College regulates physicians, surgeons, osteopaths and physician assistants.
- *Must* refers to a mandatory requirement.
- *May* means that the physician may exercise reasonable discretion.
- *Patient* includes, where applicable, the patient's legal guardian or substitute decision maker.

- (b) attaching the physician's copy of the triplicate prescription form to the patient record, or
  - (c) making a notation on the patient's chart with details of the triplicate prescription, including the triplicate prescription number, or
  - (d) in the case of electronic medical records, inserting either:
    - (i) a clear, scanned version of the physician copy of the triplicate prescription form, or
    - (ii) a notation with details of the triplicate prescription, including the triplicate prescription number.
- (5) A regulated member must promptly report to the PPP program any lost, missing or stolen triplicate prescription forms issued to the member.

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