

# NOVA SCOTIA COLLEGE OF PHYSIOTHERAPISTS

## **POLICY** **Registration**

ISSUED: September 1999

REPLACES: March 1999

TOPIC: **UNAUTHORIZED PRACTICE by Physiotherapists**

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The Nova Scotia College of Physiotherapists (NSCP) considers unauthorized practice by physiotherapists to be illegal and jeopardizes the ability of the Board to regulate the quality of physiotherapy provided to the public of Nova Scotia.

For the purposes of this statement **Unauthorized Practice** refers to those members who fail to renew their registration by the renewal deadline and continue to practice while in default as well as those who commence practice prior to obtaining registration through the NSCP College (Section 27-28 of the Physiotherapy Act [Chapter 22 of the Acts of 1998]).

***Physiotherapists must be registered, under the Physiotherapy Act of Nova Scotia, in order to practice or offer to practice physiotherapy in the province of NS.***

**CRITERIA:** (See #9-13 of Schedule A of the Regulations)

1. The registration of all members of the College shall expire on the 31st day of December each year. **The annual renewal date will be the 15th day of December.** [See Regulations #2(e & h) &9]
2. When a member of the College fails to complete the annual renewal form or pay the fees prescribed, by **the renewal date**, (as defined in 2(h) of the Regulations) their registration will be **suspended effective on the expiry date**, (as defined in 2(e) of the Regulations) and their name struck from the Register. The member and employer will be notified of the impending suspension by registered mail. [See Section 26 of the *Act* and see also Regulations #11 & 52].
3. A physiotherapist who has not submitted their renewal form and fee prior to the renewal date must **pay an additional administration fee** in order to process their renewal prior to the expiry date. [See Section 28 of the *Act*]
4. When a member's registration expires, it shall be deemed suspended from the date of expiration and may be reinstated upon application and successful fulfillment of conditions as set by the Board. [See Regulations#12 ,13, 37 & 39 ]
5. When a member requests in writing that his registration be canceled or submits a resignation to the Registrar, with the approval of the Board, the member will be removed from the Register and their registration thereby canceled. ***(This avoids suspension of registration and possible disciplinary action).*** [See Regulations #37as well as #35]

## **PROCEDURE:**

The Board will take the following action to enforce these Regulations:

- All members who do not submit their renewal forms and pay the prescribed fees by the **renewal date** each year will have their **registrations suspended** effective on the expiry date and a permanent record of this will be put on their file.
- **Notice of suspension will be published.**
- **Employers will be notified** in writing of any employee's impending suspension and must be shown a current license or a notice of re-instatement prior to allowing that physiotherapist to practice after the **expiry date**.
- All members who do not submit their renewal forms and pay their fees prior to **December 15th (the renewal date)** of each year, but do submit them to the Registrar prior to the **December 31st (the expiry date)** of that year, must **pay an additional administration fee of \$100.00 to complete their renewal process.**
- All members who do not submit their renewal forms and pay their fees by December 31st of each year will be required to cease practice until such time as they are re-instated. **The additional fee of \$100.00 must be paid before they will be re-instated.**
- Physiotherapists found to be practicing while not registered will be **referred to the discipline process** or may be charged with an offense under the *Act*.
- The NS College of Physiotherapists may take legal action against employers of physiotherapists, who allow the practice of physiotherapy by a non-registered physiotherapist.
- If a member, who is suspended, is also the sole employer/owner, the clinic(s) owned by that member must cease to operate; they are no longer owned by a registered physiotherapist. **Professional Corporations are not exempt.** Please refer to section 79 of the *Act*.
- Cheques may be post dated to the 15<sup>th</sup> Of December. **All forms and fees must be received in the office by the due date or they will be deemed late** and subject to the applicable charges.