



College of Chiropodists of Ontario

GUIDELINE FOR SUSPENSION

**Guideline for Registrants of the
College of Chiropodists of Ontario**

**Approved by Council: February 25, 2022
Amended: May 31, 2024**

Purpose

The College of Chiropractors of Ontario (the “College”) has created this guideline to outline the responsibilities of suspended registrants of the College whose certificate of registration has been suspended. This Guideline applies to administrative suspensions (including suspensions for non-payment of fees) and suspensions ordered by a Committee of the College.

Who must the registrant inform?

When suspended, the suspended registrant must immediately inform the following people about the suspension:

- Staff in the offices or practices in which the registrant works. This includes other regulated health professionals working in the offices/practices and administrative staff.
- Chiropractors/podiatrists with whom the registrant works, whether that registrant is a principal in the practice or otherwise associated with the practice.
- Chiropractors/podiatrists or other individuals who routinely refer patients to the registrant.
- Owners of a practice or office in which the registrant works.
- Administrators at the facility where the registrant works (i.e. hospitals, long-term care facilities, etc.)
- Patients who ask to book an appointment during the suspension, or whose previously booked appointment must be rescheduled due to the suspension. Registrants may assign administrative staff to inform patients about the suspension. All communications with patients must be truthful and honest.

What can a suspended registrant not do while suspended?

While suspended, suspended registrants are not registrants of the College and suspended registrants are not permitted to engage in the practice of chiropractic/podiatry with the meaning of the Chiropractic Act or any of the College regulations or standards, including, but not limited to:

- use a restricted title (chiropractor or podiatrist).
- hold themselves out as a registrant of the College.
- hold themselves out as being able to practice or act in any manner that suggests the registrant is entitled to practise chiropractic/podiatry. This includes communicating diagnoses or offering clinical advice in social settings. Registrants must ensure that administrative or office staff do not suggest to patients in any way that the registrant is entitled to engage in the practice of chiropractic/podiatry.
- advertise chiropractic or podiatry services to the public (including on a clinic website or social media).

- giving orders to administrative staff, students or other practitioners.
- supervising work performed by others.
- acting as a clinical instructor, externship supervisor or mentor.

A suspended registrant must not be present in offices or practices where they work when patients are present, except for emergencies that do not involve patients. The suspended registrant must immediately advise the Registrar in writing about any such emergencies.

Can a suspended registrant financially benefit while suspended?

A suspended registrant must not benefit or profit, directly or indirectly, from the practice of chiroprody/podiatry while suspended.

The suspended registrant must either shut down their clinic/practice or arrange for a locum chiroprodist/podiatrist to assume their practice.

If the registrant elects to arrange for a locum to take over their practice during the suspension period:

- The arrangement must be made prior to the suspension taking effect.
- The registrant must advise the Registrar in writing.
- The locum chiroprodist/podiatrist must assume the practice and all of the billings of the practice during the suspension period. All of the billings of the practice during the suspension period belong to the locum.
- A suspended registrant may be reimbursed for actual out-of-pocket expenses incurred in respect of the practice during that period.

Suspended registrants are permitted to sign and/or submit insurance claims for work that was completed prior to the suspension.

Suspended registrants must not sign and/or submit insurance claims for work that has been completed by others during the suspension period.

What if I have a professional corporation?

As noted above, a suspended registrant is not permitted to practice or financially benefit from practice while their certificate of registration is suspended. Therefore, a suspended registrant cannot invoice or earn any income from the practice of chiroprody or podiatry – either directly or through a health profession corporation

Section 85.14 (1) of the *Health Professions Procedural Code* provides that a health profession corporation shall not do, or fail to do, something that would constitute professional misconduct if a registrant of the health profession did, or failed to do, it.

Similarly, section 85.14(3) of the *Health Professions Procedural Code* provides that a health profession corporation shall not practise a health profession when it does not satisfy the requirements for a professional corporation under the *Business Corporations Act*.

Cooperation with the College

On the first day of every month during their suspension, suspended registrants are required to provide the Registrar with a declaration, in the form attached as Schedule “A”, that they are in compliance with the Guideline.

In addition, a suspended registrant must co-operate with any monitoring the Registrar feels is needed to ensure that the suspended registrant has complied with this Guideline. The suspended registrant must provide the College with access to any records associated with the practice that the College may require to verify that the suspended registrant has not engaged in the practice of chiropractic/podiatry and/or profited from the practice of chiropractic/podiatry during the suspension.

Suspended registrants must continue to pay their annual renewal fee and certificate of authorization fee on time, or any other fees owing to the College.

SCHEDULE “A”
SUSPENDED REGISTRANT’S DECLARATION

I, _____ declare as follows:

1. My certificate of registration with the College of Chiropractors of Ontario (“**College**”) was suspended on _____.
2. I confirm that I understand the requirements of the College’s Guideline for Suspension (“**Guideline**”) and the restrictions related to the suspension of my certificate of registration.
3. I confirm that, while suspended, I have complied with each of the requirements set out in the suspension and the Guideline.
4. I confirm that the statements made by me in this declaration are complete and accurate. I understand that any false or misleading statement made by me in this declaration constitute serious misconduct and the College may take action against me that it deems appropriate.

Date: _____

Signature: _____