

Update CPTBC

Fall 2007 • Volume 8 Issue 3

NOMINATIONS COMMITTEE

CALL FOR NOMINATIONS

Are you interested in making a valuable contribution to your profession?

Do you want to gain experience and insight into professional health regulation issues, including registration, inquiry, discipline, quality assurance, patient relations, legislation and finance?

Are you interested in learning more about the *Health Professions Act* and the College Bylaws and in gaining some insight into the legal process?

If so, now is the time to consider serving on the College Board.

NOMINATIONS ARE NOW OPEN for three Board positions, each to be elected for a two-year term.

The College Board has a total of nine members: six are Physical Therapists elected by the College registrants and three are public representatives appointed by the Ministry of Health. A physical therapy student representative from the University of British Columbia Department of Physical Therapy also attends the meetings.

Board members are expected to attend all Board meetings and to serve on one or more College Committees. Board meetings are held at least five times a year, usually on a Saturday, in Vancouver. Some committee meetings occur around the same time as Board meetings to facilitate travel for out of town members.

Full registrants from all parts of the province, who practice either in the public or private sector, are encouraged to accept nominations for the three upcoming vacancies on the Board.

For further information about this opportunity contact the College Nominations Committee c/o the Registrar at brenda_hudson@cptbc.org or 604-730-9193. Nomination forms can be obtained from the College office by contacting Carlyne at 604-730-9193 or carlyne_massincaud@cptbc.org

DEADLINE FOR NOMINATIONS: JANUARY 28, 2008

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OFFICE HOURS DURING THE HOLIDAY SEASON

The office will maintain **regular office hours** 8:30 a.m. to 4:30 p.m.

on Friday, December 21st

Thursday, December 27th

Friday, December 28th

Monday, December 31st

The office will be **CLOSED** on Monday, December 24th Christmas Day, Boxing Day and New Year's Day

REGISTRATION REPORT

*Annual Registration Renewals –
Deadline December 31, 2007*

**You may renew your annual registration
by mail upon receipt of the 2008 renewal form
or online at www.cptbc.org starting
December 1, 2007 at 8 a.m. PST**

2008 REGISTRATION RENEWAL FEES

Registration fees	Total
full	\$350.00
interim	\$350.00
limited	\$350.00
inactive	\$ 50.00

Late fees charged (20% of renewal fee)	Total
full	\$420.00
interim	\$420.00
limited	\$420.00
inactive	\$ 60.00

Reinstatement fee charged (35% of renewal fee)	Total
full	\$472.50
interim	\$472.50
limited	\$472.50
inactive	\$ 67.50

Guidelines to Complete your 2008 Renewal:

A) Online Registration Renewal

- ❖ Go to the College website at: www.cptbc.org.
- ❖ Go to the header “Registrants” and click on “Registrant Login”.
- ❖ Log in using your College User ID and password.
- ❖ You may request your password from this screen if you have forgotten it.
- ❖ Once you are logged into your profile, you will locate the registration renewal option on the right side in the box at the top of the page.
- ❖ If required, update your profile by clicking on the link under “Step 1 – Review Your Profile”.
- ❖ “Step 2 – Renew Your Registration” -- Complete the sections on practice hours, employment and malpractice insurance. Note that you will need to

send proof of malpractice insurance to the College if you are not employed in a facility owned and operated by a B.C. Health Authority. You may fax a copy of confirmation of malpractice insurance to the College at 604.730.9273 or you may submit it by mail.

- ❖ Attest that the information you have provided the College is true and accurate.
- ❖ Pay your registration renewal fee on your Visa or Mastercard or mail your cheque, in the amount owing, to the College.
- ❖ **Online Renewal is the fastest and most efficient way to renew!**

B) Registration Renewal by Mail

- ❖ Your registration renewal form will be mailed to you in mid November. If you do not receive it by November 30, 2007, and plan to renew your registration by mail please call the College immediately.
- ❖ The 2008 renewal form is newly formatted.
- ❖ Review your personal information on the first page, and revise or update if required.
- ❖ Complete page two by adding your 2007 practice hours and all requested employment information. Attached to the renewal form is a guideline to assist you in completing this section.
- ❖ Confirm which registration status you are requesting.
- ❖ Complete the section on malpractice insurance.
- ❖ Sign and date the application form.
- ❖ Return your complete signed application form, proof of malpractice insurance, if required, and your cheque in the amount owing to the College of Physical Therapists of BC (CPTBC).
- If you are going to be **out of town**, designate someone to complete the form and return it to the College by the deadline. You must include a letter authorizing your designate to complete and sign the form on your behalf. Alternately you can renew your registration online from anywhere – all you require is a computer and internet access!
- **Malpractice liability insurance:** All registrants **MUST** submit hard copy proof of malpractice

liability insurance in the amount of at least three million dollars (\$3M CAD) per occurrence unless **your *only* employer(s) under Primary/Secondary Workplace(s) on the renewal form is/are a facility owned and operated by a B.C. Health Authority. Faxed copies are acceptable.** Please note the College does **NOT** accept the list from CPA as proof of malpractice liability insurance.

- Make your cheque or money order payable to the **COLLEGE OF PHYSICAL THERAPISTS OF BRITISH COLUMBIA or CPTBC.**

Enter the correct date and amount payable. Any errors related to payee, date or amount will result in your renewal application being returned to you and you must still meet the December 31, 2007 deadline.

- **Your renewal form will be returned to you if it is in any way incomplete. A renewal that is returned to you for completion or correction must still be returned to the College by the December 31, 2007 deadline to be processed without a late fee. Renewal forms received between January 1, 2008 and January 31, 2008 will be subject to a late fee. Your registration with the College will be cancelled on February 1, 2008 if the office has not received your completed renewal form and payment.**
- **You may not work as a Physical Therapist in British Columbia if your registration has been cancelled.**
- There is a Drop-Box to the right of the front door at the College office (1765 West 8th Avenue, Vancouver) for after-hours drop offs.
- If you wish to **change your registration status from inactive to full for 2008** you must complete an application process. The forms may be downloaded from the website or you may contact the College to request an application package. Your application for a status change from inactive to full must be received in the office before the December 31, 2007 deadline.

The College's Bylaws require the annual renewal of the registration of all full, limited, interim and inactive registrants and the cancellation of registration when renewal does not take place. **If your registration is cancelled due to failure to renew, you must not work as a Physical Therapist in British Columbia.** You may

apply to have your registration reinstated by submitting the completed renewal form, proof of malpractice and the reinstatement fee within one year of cancellation.

The relevant sections of the College Bylaws are excerpted below:

Bylaw References: Part III Registration:

Renewal of Registration

s.42 The registrar must renew a registration if the registrant:

- (1) applies to the registrar and pays the fee for renewal of registration, within thirty (30) days of the date the assessed fees are due,*
- (2) pays any other outstanding fee, debt or levy owed to the college,*
- (3) attests that the registrant is in compliance with the Act, the regulations, and these bylaws, and is in compliance with any limits or conditions imposed under section 39(1)(c) of the Act, and*
- (4) meets the continuing competency requirements as imposed under section 16(2)(e) of the Act.*

Cancellation

s.44 (5) Where a registrant fails to pay an annual registration fee on or before January 31, he must cease to be registered unless the board otherwise directs.

Reinstatement

s.44(7) The board must reinstate the registration of a former registrant who ceased to be registered by reason only of a failure to renew his or her registration where the former registrant:

- (a) applies for renewal of registration in the form required by the board not later than 1 year following the expiration of his or her registration,*
- (b) is not in contravention of the Act, the regulations, or these bylaws, and*
- (c) pays the annual registration fee and reinstatement fee in an amount equal to 35 percent of that person's annual registration fee.*

The College Bylaws are on the College website: www.cptbc.org and in your College Reference Guide.

REGISTRATION FREQUENTLY ASKED QUESTION

Should I go on the inactive register if I am going to be on leave for a year?

An inactive registrant is entitled to the title physical therapist, physiotherapist, registered physiotherapist or registered physical therapist in BC. An inactive registrant must not practice physical therapy in B.C., serve on the College board or a committee or vote.

If you are going to cease practicing physical therapy for a year or less, please consider the following information before converting your registration status to an inactive registrant:

1. There is an application process when you reactivate your registration.
You will need to submit the following to the College:
 - Letter of request
 - Application form
 - An up-to-date resume (If you did not work while on the inactive register please indicate this in your resume, i.e. sabbatical and dates.)
 - Criminal Record Review form and \$20.00 associated fee payable to the Minister of Finance
 - Letter of confirmation from your insurer or from the hospital or government agency/employer for malpractice insurance in the amount of at least three million dollars (\$3M CAD) per occurrence.
 - \$300.00 fee payable to the College of Physical Therapists of BC
2. The processing time to reactivate your registration is approximately two (2) weeks. Therefore please plan ahead and allow sufficient time for the Registration Committee to receive and review your application.
3. The Criminal Record Review is a **mandatory** requirement of the Ministry of Public Safety and Solicitor General and the College cannot waive this requirement.
4. The advantage of being on the inactive register is:
 - You are entitled to the title physical therapist, physiotherapist, registered physiotherapist or registered physical therapist in BC.
 - You do not have to pay the full registration fee at the time of renewal. You will only need to pay \$50.00 inactive registration fee at the time of renewal and defer paying the remaining amount at the time of registration reactivation.
 - If you are employed in a private setting, you do not have to show proof of malpractice liability insurance when you are on the inactive register.
 - If you are unsure whether you should convert your registration status from full to inactive, please contact the College.

Do I need special registration with the College in order to volunteer as a physical therapist at the Vancouver 2010 Olympic and Paralympic Games?

If you are a full registrant with the College of Physical Therapists of BC and carry personal malpractice liability insurance in the amount of at least \$3 million per occurrence that is valid in British Columbia you do not need any other registration to practice as a physical therapist at the Olympic and Paralympic Winter Games.

Physical Therapists from all other jurisdictions, both Canadian and International, are required to be registered in the courtesy registration category with the College. The College Registration Committee is working with the Therapy Manager of the Olympic Medical Services and Anti-Doping Team to facilitate the registration of non British Columbia Physical Therapists for these events.

For more information on the Olympic and Paralympic Winter Games volunteering program and on the "Pre-Games" volunteer opportunity, please visit the Olympic website at www.vancouver2010.com. Links to current volunteer opportunities for "Pre-Games" and "Games Time" events can be found under the heading "Volunteering". Please note that the official call for "Test Events" and "Games Time" opportunities will occur in mid-February 2008.

If you have further questions about volunteering for the Vancouver 2010 Olympic and Paralympic Winter Games, please contact their Vancouver office at 1.778.328.2010 or their Whistler office at 1.604.932.2010.

2008 BOARD MEETING SCHEDULE

January 26, 2008

April 12, 2008

June 21, 2008

September 13, 2008

November 29, 2008

The College **ANNUAL GENERAL MEETING** and **EDUCATION PROGRAM** are scheduled for Saturday, April 12, 2008 at the Landmark Hotel on Robson Street in Vancouver.

PABC and the College are cosponsoring the day which will include an education session, lunch, the Beth Maloney Memorial Lecture, the PABC AGM and the College AGM.

Notice of Free Education Session on Saturday, April 12, 2008 - Save the Date!

“I have been hired by an insurance company to provide an independent medical assessment (i.e. no treatment, assessment only) for someone on long term disability benefits. The insurer says that they own the report that I write, and that I must not release the report to the client. The client must go through the insurer if they want a copy of the report. I am confused because if a client asks me for a copy of their clinical record I must provide it to them, but what about in this scenario where the assessment and report in the clinical record are considered property of the insurer? How do I comply with PIPA?”

Have you ever encountered a practice scenario like this and wondered how to proceed? Please join us for the College AGM and PABC AGM on Saturday, April 12th and the CPTBC and PABC Joint Initiative Committee one hour education session on an often little understood but critical issue to all physical therapists: the *Personal Information Protection Act (PIPA)* and the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. A speaker from the Office of the Information and Privacy Commissioner of BC will explain how British Columbia privacy legislation affects you. They will use physical therapy practice scenarios to highlight some of the grey areas in the legislation.

Following this presentation, we will update you on the status of the College Quality Assurance Program – which is currently under development. Come and hear about the work that has been done so far, find out about the framework for the pending Quality Assurance Program, and find out what PABC has to offer that will assist physical therapists in meeting the pending Program requirements.

CPTBC AND PABC JOINT INITIATIVES COMMITTEE

Physical therapists often look for assistance from the College or PABC regarding charging a fee for releasing a copy of a patient’s clinical record.

Both the provincial privacy legislation and College Bylaws provide information on this topic. Section 32 (2) of the *Personal Information Protection Act (PIPA)* reads: “an organization may charge an individual who makes a request under section 23 a minimal fee for access to the individual’s personal information...” College Bylaw 59 section 4 reads: “Where a registrant provides access and the applicant requests a copy of the record, a copy must be provided. A charge may be applied to cover costs for photocopying and where appropriate, staff time in retrieving the documents”.

Be sure to let clients know of the fee in advance, and you might choose to outline the cost breakdown for photocopying costs and staff time for retrieving the clinical record, or where requested, for reviewing the chart and initialing each page to show the copy is a true and complete copy of the original clinical record.

If a complaint is made to the College, given that a specific fee is not listed in the Bylaws, the Inquiry Committee would have to determine whether a reasonable fee had been charged in a given scenario. If you don’t think your physical therapy practice policy meets College Bylaw 59 and *PIPA* requirements, it might be time to review your release of clinical records policy.

2008 ALLIANCE EXAMINER APPLICATION FORMS

Examiner application forms are now available to be downloaded from the College website.

Please FAX your complete application forms to the College at 604 730 9273.

ALLIANCE SURVEY ON WORKPLACE RESPONSIBILITIES

The Alliance is seeking physical therapist to participate in the 2007 analysis of practice project. The College, on behalf of the Alliance mailed you an invitation to participate in a workplace responsibility survey. Please consider responding to this invitation as your participation is vital to obtain a current 'picture' of physical therapy practice. This information gathered in this survey has many purposes including updating the Physical Therapy Essential Competencies document.

AN ARTICLE ON PROVIDING PHYSICAL THERAPY SERVICES TO MINORS

Enclosed, with this newsletter, is an article on consent authored by **Mr. ANTHONY G.V. TOBIN**, legal counsel for the College. This article is provided to you for educational purposes. After reading please insert this article in your College binder for future reference.

MEMBER ADVISORY

Craniosacral Treatment and Minimal Treatment Standards

In the fall of 2006 registrants were notified that the Clinical Practice Statement (CPS) on Non-Traditional and Emerging Treatment Approaches was being rescinded. Since then the College has had several calls from registrants with respect to the provision of craniosacral treatment. Registrants have expressed concern that without the CPS in place that physical therapists were no longer compelled to *"Inform The Client where an evidence base has not yet been established to support the use of the approach, the client must be informed and given alternatives and an opportunity to decline"*.

In part, the Quality Assurance (QA) Committee's rationale for rescinding the CPS was related to the fact that many traditional physical therapy treatment approaches do not have an established evidence base. In addition, there is difficulty in defining what constitutes Non-Traditional and Emerging Treatment.

After careful consideration the QA Committee determined that the necessary regulation was already present within the College Bylaws and the *Health Care Consent and Facilities Admissions Act*.

The College Minimal Treatment Standard Bylaw states: *"Prior to initiating treatment a registrant must attempt to obtain relevant medical information concerning the client by:*

1. *taking a history, including all required elements, and contacting the client's physician, with the patient's permission, to obtain further detail, where concurrent disease processes exist and present contraindications or precautions to physiotherapy treatment*
2. *completing a physical examination relevant to the presenting symptoms, including measurable and observable physical findings.*
3. *establishing a physical therapy diagnosis.*
4. *formulating a treatment plan. Use, where available, evidence-based practice information to guide the development of the plan, taking into consideration client preferences, resource constraints and individual client factors (e.g. age, previous health history) that may alter expected outcomes.*
5. *discussing the results of the assessment and proposed treatment plan with the client or, where the client is a minor or mentally impaired, the client's guardian or agent.*
6. *obtaining the client's consent for treatment."*

The *Health Care Consent and Facilities Admissions Act* requires that *"the health care provider gives the adult the information a reasonable person would require to understand the proposed health care and to make a decision, including information about*

- (i) *the condition for which the health care is proposed,*
- (ii) *the nature of the proposed health care,*
- (iii) *the risks and benefits of the proposed health care that a reasonable person would expect to be told about, and*
- (iv) *alternative courses of health care, and "*

Regardless of what treatment techniques are used, whether providing craniosacral treatment, acupuncture, or an exercise based program, registrants must comply with the above regulation.

QUALITY ASSURANCE PROGRAM CORNER

BE INFORMED, BE INVOLVED

The Quality Assurance Program development is underway with the formation of the various working groups. The committee members will be attending a 1½ day workshop in mid-November to develop the blueprint for the program. The College is anticipating that the amendments to the *Health Professions Act* will come into force in November 2007.

Committee members are still required for the Communication Working Group and the Professional Practice Assessment Subcommittee. If you are willing to be part of the QA team please contact the College Registrar, Brenda Hudson at brenda_hudson@cptbc.org.

QUALITY ASSURANCE ACTIVITIES AT A GLANCE

September 11, 2007: The Continuing Competence Subcommittee discussed the development of a self-assessment tool for the first component of the QA Program. The working name given to this tool is **RASR: Registrants' Annual Self Report**.

September 14, 2007: The Standard of Practice Subcommittee reviewed and update, as required, the College standards of practice and advisory statements. These revised standards will be approved by the Board prior to being submitted to the Ministry of Health with the College's proposed new by-laws for approval.

October 10, 2007: The Communication Working Group began discussions on long-term strategic communication plan with registrants.

October 30, 2007: The first meeting of new Professional Practice Assessment Subcommittee is scheduled for this date. The new members will be oriented to the Program Framework in preparation for the coming workshop.

November 13 and 14, 2007: The *Toward Implementation of the QA Program* workshop is scheduled for the Board and all committee members involved in the program development and implementation. The College consultants on this project, Dr. Susan Glover Takahashi, MA(Ed), PhD and Dr. Jodi McIlroy, (BHSc. PT), PhD will facilitate the two-day workshop. The purpose to the workshop is to develop the blueprint for the program.

January 17 to 19, 2008: A three-day workshop on *assessment tools development* will be facilitated by the College consultants to this project.

If you have any questions or suggestions about the Quality Assurance Program do not hesitate to contact the College at qapc@cptbc.org

PATIENT RELATIONS CORNER

Maintaining a therapeutic relationship with our patients can be challenging at times. We need to be clear of the limits in a therapeutic relationship and ensure that we don't cross the boundaries.

Crossing from a therapeutic to a non-therapeutic relationship

Your patient, Brian Smith, is coming to see you today. You feel a strong affinity with Brian. You have a lot in common, and you look forward to his visit. In fact, you have thought about what to wear today knowing that Brian is coming to the clinic. Brian calls to say that he can't make it at 11am and asks if he could come at 3pm instead. You are tempted to cancel Mrs. Jones who is booked for that time, in order to accommodate Brian.

Ask yourself:

"Whose needs are being met?" In a therapeutic relationship one patient is not favored at the expense of another. Every patient's best interests are considered at all times. Dressing to please a particular patient can be a warning sign. You might be crossing the boundary from a professional to a personal relationship. You need to rectify this.

Challenging behavior with a patient's family

Your patient is an elderly woman who is recovering at home from a total hip replacement. The patient's daughter phones and says, "I'm just calling to see how Mom's doing. Have you noticed that she's more irritable lately and her mind is wandering? I'm wondering if we should think about putting her into a care-home."

Ask yourself

"Has the healthcare team determined and documented that the patient is incapable of making decisions regarding her care?"

"Has the patient given consent to release confidential information to her daughter and is this documented in the chart?"

"Does the daughter have legal authority to make decisions on behalf of her mother?"

Communicate to the family the limits of what you can discuss about the patient.

Cultural or religious faux pas

Your new patient is a two year old Thai boy with CP. The family has recently immigrated to BC. When you enter the clinic the mother is holding her son and introduces him as, Niran. You smile and pat Niran gently on the head as you say hello. The mother pulls him away and looks upset.

Ask yourself:

"What did I do to offend the mother?" Apologize and ask the mother to please explain how you offended her. In some cultures and religions it is considered disrespectful to touch the top of children's heads. The top of the head is considered the most holy part of the body. When we work in a multicultural society we need to be aware of the cultural and religious beliefs of the people we treat. It is our responsibility to be sensitive and respectful. However, it is not always possible to have a full understanding of these beliefs. For this reason we need to exercise caution, ask permission and ask questions when we are unsure.

The following are "Boundary Crossing Warning Signs" published by the College of Physical Therapists of Alberta from "Therapeutic Relationships: Establishing and Maintaining Professional Boundaries - Appendix B":

- frequently thinking of the patient when away from work
- frequently planning other clients' care around the patient's needs
- spending free time with the patient
- sharing personal information or work concerns with the patient

- providing patient with personal contact information that is not related to the provision of physical therapy services
- feeling responsible if the patient's progress is limited
- notice more physical touching than is appropriate or sexual content in interactions with patients
- favouring one patient's care at the expense of another
- keeping secrets with the patient
- selective reporting of patient's behaviour (i.e. negative or positive patient behaviour)
- swapping patient assignments
- communicating in a guarded or defensive manner when questioned regarding interactions/relationships with patient
- changing dress style for work when working with the patient
- receiving gifts or continued contact/communication with the patient after discharge
- denying the fact the patient is a patient
- acting or feeling possessive about the patient
- giving special attention/treatment to this patient, which differs from that given other patients, and
- denying that you have crossed the boundary from a therapeutic to a non-therapeutic relationship

“Factors Promoting Positive Interactions with Patients (Appendix D),” also from the Alberta College of Physical Therapy recommends:

- The optimal distance between persons for a medical interview is approximately 2 feet. More or less than two feet, creates a sense of distance or invasion of personal space.
- When touch is being used, ask the patient for permission first. If providing comfort to a patient, it is best to touch a neutral area ie forearm. It is important that with each successive encounter, the physical therapist explains the procedure to the patient, obtains consent to proceed with the examination and checks back to ensure the patient is comfortable with how the examination is progressing.

For more information consult: “Therapeutic Relationships: Establishing and Maintaining Boundaries – A Resource for Physical Therapists, Appendices A-E,” from the College of Physical Therapists of Alberta; and the “Guide to the Standard for Managing Challenging Situations when Providing Patient Care”, from the College of Physical Therapists of Ontario, 2007.

INQUIRY SUMMARIES

Professional Misconduct

The complainant alleges that the physical therapist was sexually inappropriate with her while she was attending the clinic for treatments. The Inquiry Committee decided to act under sections 36(1)(c) and 36(1)(d) of the *Act* and request that the physical therapist consent to a reprimand and to a six month suspension of registration with the College.

Incompetence – Exacerbation of injury

The complainant alleges that the physical therapist administered excessive amounts of electrical current during his treatment and that this led to extreme discomfort to his injured arm that lasted for three weeks. After investigation the Inquiry Committee decided under section 33(6)(a) of the *Health Professions Act* to take no further action in this matter and the file was closed.

Professional Misconduct

The complainant alleges that the physical therapist did not include in his clinical record his concerns related to a carpal tunnel syndrome and a trigger finger that he reported to her. After investigation the Inquiry Committee decided under section 33(6)(a) of the *Health Professions Act* to take no further action in this matter and the file was closed.

Addiction

The complainant is advising the College that the registrant has been dismissed with cause for breach of contract and is providing correspondence between the registrant and various recipients alleging substance abuse. This individual's registration with the College was cancelled for non-payment of dues on February 1, 2007. The Inquiry Committee referred this issue to the Registration Committee.

Professional Misconduct – Billing

The complainant alleges that the physical therapist harassed him for payment of an alleged debt and threatened to file a complaint with The Law Society. The complainant is a lawyer who was requesting the physical therapist's attendance at a trial. The Inquiry Committee decided under section 33(6)(a) of the *Health Professions Act* to take no further action in this matter and the file was closed.

In Memoriam**Caroline Cheung**

June 30, 2007

Caroline graduated from McGill University in 1998 and was on staff at the G.F. Strong Centre in Vancouver, B.C.

Avchen Pinkard

(nee Harivel)

July 26, 2007

Avchen graduated from the University of British Columbia in 2000 and was on staff at the G.F. Strong Centre in Vancouver, B.C.

**ARE YOU MOVING?
CHANGING YOUR STATUS?
CHANGING YOUR NAME?
MAIL OR FAX COUPON TO:**

Registration Program
College of Physical Therapists of B.C.
302-1765 West 8th Avenue
Vancouver, BC V6J 5C6
Phone: (604) 730-9193
Fax: (604) 730-9273
Email: registration@cptbc.org

MOVING OR CHANGING JOBS?

Name: _____

Full: _____ Inactive: _____ Interim: _____

Effective date of change: _____

New Home Address

Phone/Fax: _____

Email: _____

New Business Address

Name: _____

Address: _____

Phone/Fax: _____

Email: _____

CHANGING YOUR NAME?

Reg. No. _____

From: _____

To: _____

Attach a copy of official change of name form or marriage certificate and \$25 each for a new certificate or registration card.

GOING INACTIVE

CHANGE MY REGISTRATION STATUS

(Print Name) & (Signature)

Registration Number

I am a full registrant in good standing with the CPTBC and intend to cease practice as a physical therapist in British Columbia. If I choose inactive registration, I understand that as an inactive registrant I no longer need to carry malpractice insurance, may not work in BC as a physical therapist and **MUST** renew my registration by December 31. Please change my registration status to:

- Cancelled in good standing
- Retired
- Inactive*

on _____ (m/d/y)

*If you choose inactive registration, please be aware of the following:

1. You must be a full registrant to qualify for inactive status. You must request this change in writing, either with this form, with a letter to the Deputy Registrar or on your annual renewal form.
2. You **must** change to inactive registration in BC if you no longer carry malpractice insurance.
3. There is no refund in whole or part of the annual registration fee when you change status during the year.
4. Inactive registrants may not work as physical therapists in any capacity, either clinically or non-clinically **and must report practice hours on renewal of registration.**
5. Inactive registrants continue to be listed in the register, receive the newsletter and any College mailouts.
6. To change from **inactive to full** registration **at any time during the year** you must first contact the office and obtain an application package. Allow three weeks for processing. Call the Deputy Registrar if you have any questions.

ADVERTISING RATES

The College of Physical Therapist newsletter **Update** is published three times per year (spring, summer and fall).

Contact the College for submission deadlines.

Rates:	\$100	up to 3¼" x 3¼"
	\$150	3¼" x 4½"
	\$200	3¼" x 8½"
	\$400	full page (black and white)

Contact the College for quotes for color ads

WHO TO CONTACT AT THE COLLEGE

Brenda Hudson, Registrar

Complaints and Legislative Inquiries
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PLEASE ADDRESS ALL NEWSLETTER ITEMS AND QUERIES TO:

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Phone: (604) 730-9193 • Fax: (604) 730-9273

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Update is a publication of the College of Physical Therapists of British Columbia and is intended to keep registrants informed about current professional issues.

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