



Mandatory Reporting Requirements



Patients trust their health care provider to protect their interests and provide safe, competent care. This expectation is supported by requirements for mandatory reporting, which is one of the ways Ontario's health regulatory Colleges achieve their mandate to protect the welfare and safety of the public. It is also a legal obligation that all regulated health professionals in the province must adhere to.

This comprehensive resource outlines mandatory reporting requirements for naturopaths, along with resources and instructions on how to report.



MANDATORY REPORTING REQUIREMENTS

The legislated obligations* of a registrant to report include:

- sexual abuse of a patient by any regulated health care practitioner (not just an ND),
- unsafe practice by any regulated health care practitioner,
- child and elder abuse or neglect,
- privacy breaches of a patient's personal health information,
- findings or charges against a registrant,
- IVIT-related Type 1 and Type 2 occurrences,
- changes to a registrant's personal and practice contact information, and
- changes in professional liability insurance information.

Once a College or other applicable organization becomes aware of an issue, it can investigate the matter and determine the most appropriate course of action to protect the public. Making a report is not intended to "get a registrant in trouble", but rather is a way of helping to ensure that all regulated health professionals are accountable for their conduct and for providing safe, competent and ethical care to their patients.

Because mandatory reporting is a vital component of protecting the public, it is considered professional misconduct if a registrant fails to comply with any of their reporting obligations. If a College becomes aware of such a failure, it can investigate the matter. Failure to make a mandatory report is an offence outlined in section 93 of the *Health Professions Procedural Code*, punishable with a fine of up to \$25,000 for a first offence. We say this not to create fear but to reinforce the seriousness with which the government, regulators, and their registrants view this responsibility.

The following table summarizes registrants' obligations for mandatory reporting. If you are not sure if you are required to report information that is not included below, please check with the appropriate organization. Registrants are strongly encouraged to access all the available resources to be fully aware of their duty to report.

The charts on the following pages give an overview of what, when and how to report, including resources to help you do so.

* As outlined in the [Regulated Health Professions Act, 1991](#) (RHPA) and the [Personal Health Information Protection Act, 2004](#), as well as in the College's [Bylaws](#) and [regulations](#).



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SELF-REPORTING TO CONO			
WHAT TO REPORT	WHEN TO REPORT	HOW TO REPORT	RESOURCES
You are authorized to practice another regulated profession in addition to naturopathy. You are registered with any other naturopathic regulatory body in any jurisdiction outside Ontario. There has been a finding of professional misconduct or incompetence made against you by another regulatory body in any jurisdiction. You have been given a caution or specified continuing education or remediation program (SCERP) by a body that governs a profession inside or outside Ontario. You have been charged with an offence. This includes receiving speeding or parking tickets even if they have not yet been paid. There are findings of guilt, professional negligence or malpractice against you. There are bail or release restrictions currently in place.	As soon as reasonably possible but no longer than 14 days from the date of the occurrence.	Submit the Self-Reporting form to the College (instructions are on the form).	Mandatory Reporting Guidelines Regulated Health Professions Act, 1991 College By-laws
PROFESSIONAL LIABILITY INSURANCE			
You become aware that you do not have the required professional liability insurance.	Within 2 days of becoming aware of the lapse.	Sign in to the College's website and update your profile.	Registration Regulation College By-laws
The date of expiration of your professional liability insurance policy.	Within 2 days of the effective date of the change.	Sign in to the College's website and update your profile.	



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REPORTING THE CONDUCT OF OTHERS			
WHAT TO REPORT	WHEN TO REPORT	HOW TO REPORT	RESOURCES
Sexual abuse - if you have reasonable grounds, obtained in the course of practising the profession, to believe that a registrant of any regulated health profession has sexually abused a patient.	Within 30 days, or immediately if the registrant has reasonable grounds to believe that the registrant in question is an ongoing threat to patients.	A report is submitted to the Registrar of the College of the registrant alleged to have committed sexual abuse.	<i>Mandatory Reporting Guidelines Regulated Health Professions Act, 1991</i>
Incompetence or incapacity - if you have reasonable grounds to believe that a registrant of a regulated health profession is incompetent or incapacitated.	Within 30 days, or immediately if the registrant has reasonable grounds to believe that the registrant in question is likely to expose a patient to harm or injury and there is urgent need for intervention.	A report is submitted to the Registrar of the College of the registrant alleged to be incompetent or incapacitated.	<i>Mandatory Reporting Guidelines Regulated Health Professions Act, 1991</i>
Unsafe practice - if you become aware of an incident of unsafe practice by a CONO registrant.	Immediately	A report is submitted to the Registrar of the College of Naturopaths of Ontario.	CONO – How to File a Complaint Professional Misconduct Regulation
Child abuse or neglect – if you have reasonable grounds to believe a child is being abused or neglected and is in need of protection.	Immediately	Contact your local Children’s Aid Society	How to Report Abuse Ontario Association of Children’s Aid Societies
Elder abuse – if you have reasonable grounds to believe a resident of a long-term care home or a retirement home has been or might be harmed.	Immediately	Make a report to the Retirement Home Regulatory Authority	Elder Abuse Ontario
REPORTING PRIVACY BREACHES			
If you are aware of the loss, theft or unauthorized use or disclosure of personal information.	Inform the patient and the Privacy Commissioner at the first reasonable opportunity. Report annually to the Privacy Commissioner.	Notify the patient(s) whose information has been breached. Submit the Privacy Breach Report form to the Information and Privacy Commissioner of Ontario. Submit annually on March 1st via the Online Statistics Submission Website .	<i>Personal Health Information Protection Act, 2004</i> Reporting a Privacy Breach to the Commissioner Privacy Breach Protocol Annual Reporting of Privacy Breach Statistics to the Commissioner



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IVIT PREMISES			
WHAT TO REPORT	WHEN TO REPORT	HOW TO REPORT	RESOURCES
Change in the Designated Registrant and registrants performing IVIT at an IVIT premises.	Within 7 days of the change in personnel.	Submit the Change in Premises IVIT Personnel Form	Change in IVIT Personnel Form College By-laws Inspection Program Handbook
Type 1 Occurrence as listed in the <i>General Regulation</i> (e.g., referral of a patient to emergency services with 5 days of receiving IVIT).	All registrants who become aware of an occurrence are required to make a report within 24 hours of learning of the occurrence.	Submit the Type 1 Occurrence Report form to the College by mail, email or fax.	General Regulation Type 1 Occurrence Report form Inspection Program Handbook
Type 2 Occurrences as listed in the <i>General Regulation</i> (e.g., adverse drug reactions occurring in a patient after receiving IVIT)	The Designated Registrant for every IVIT premises must submit by May 1st for the reporting period from March 2 of the previous year to March 1 of the current year.	Submit the Type 2 Occurrence Annual Report form to the College by mail, email or fax.	General Regulation Type 2 Occurrence Annual Report Form Inspection Program Handbook
PERSONAL INFORMATION			
Changes to your personal and practice location and contact information.	Within 7 days of the effective date of the change.	Sign in to the College's website and update your profile.	College By-laws