



October 21, 2019

# News



## Coming soon: Registration Renewal 2020

Mark your calendar for registration renewal starting on February 14 and closing March 31, 2020.

Key things to know:

- The renewal deadline has changed to 5 p.m. from 11:59 p.m. in previous years.
- If you legally changed your name in the past year, complete [the form on this page](#) ahead of time to avoid processing delays during our busy renewal period.
- Are you thinking about changing your registration class? This is something you should do in well in advance of renewal. Processing a class change takes time and you won't be able to renew until the change has been completed. [Learn more.](#)

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## What do your advertising & website say?

Part of our role as regulator is to help the public know about the background of the health professional they are seeing when they seek treatment from a naturopath, including what they can expect, and what is – and isn't – allowed in terms of treatment and services.

We continue to receive formal complaints about ND advertising – including websites – that contravene the [Standard of Practice for Advertising](#). We also note an increase in media and online influencers who publicly identify individual NDs (and other health professionals) who aren't compliant with the rules. As a regulator, we are required to respond to every complaint and individual matter that comes to our attention, regardless of the source.

If you haven't done so recently, we urge all our Members to review their websites, social media posts, and advertising alongside our multiple resources to ensure you are aligned with the requirements. This includes using the proper terms to refer to your practice, your title, and the services and treatments you offer.

If you have any questions or doubts about your advertising, don't hesitate to [ask us](#).

This continues to be an important issue that impacts public trust and safety, and that uses College resources to manage.

Resources:

- [Website, Advertising and Bio Do's and Don'ts](#) & [8 Social Media Tips for NDs](#)
- [August 2019 News Bulletin](#): *Are your website and advertising compliant?*
- July 18 all-member email from the Registrar about terms NDs can use, including how to use "medicine" and the title "doctor" in ways that align with the Standards
- [Advisory: Member Website Content](#)
- [Advisory: Advertising To and Treating Patients with Cancer](#)

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### **Volunteers wanted: Parlez-vous français?**

As part of the College's goal to offer services in both English and French, we are looking for applications from bilingual volunteers for the positions listed below. Join our team of volunteers. Earn CE credits too!

- Ontario Clinical (Practical) Examiners in English and French
- PLAR Assessors – French (both paper-based and demonstration based)
- IVIT examiners – English

To apply, send a brief cover letter and your resume to [volunteers@collegeofnaturopaths.on.ca](mailto:volunteers@collegeofnaturopaths.on.ca)

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Vous avez peut-être remarqué que l'Ordre déploie de grands efforts pour améliorer son service bilingue et c'est pourquoi nous sommes constamment à la recherche de nouveaux volontaires francophones pour rejoindre notre équipe. N'oubliez pas que pour toute position volontaire au sein de l'Ordre, vous recevrez des crédits de formation continue!

Voici la liste des postes vacants :

- Examineurs/examinatrices bilingues pour l'Examen clinique (pratique)
- Évaluateurs/évaluatrices francophones de l'ERA
- Examineurs/examinatrices anglophones pour Examen sur la thérapie par perfusion IV

Si vous êtes intéressé(e) par l'une des positions susmentionnées, envoyez-nous votre CV et lettre de motivation à l'adresse [volunteers@collegeofnaturopaths.on.ca](mailto:volunteers@collegeofnaturopaths.on.ca)

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## In recognition of regulatory excellence

The College actively participates in events by the Council on Licensure, Enforcement and Regulation (CLEAR). As the leading international resource for professional regulators, CLEAR promotes regulatory excellence and best practices. We're delighted that two Ontarians were recognized at this year's annual awards ceremony, particularly because they are part of the team that provides the College with counsel and guidance.

**Julie Maciura** is Managing Partner at the College's law firm - SML Law. She is the recipient of the CLEAR Consumer Protection Award in recognition of her work in, and commitment to, public protection.

**Deanna Williams**, who has provided the College with research into governance best practices, was awarded the Service Award for Lifetime Achievement for her significant contribution to the regulatory community, and her long-standing commitment to CLEAR.

## FAQ



This News Bulletin highlights a practice-related FAQ and response from our [Regulatory Education Specialist](#).

### **I am leaving a clinic that I took over from another naturopath. Can I take the patient files with me?**

When a Member takes over or buys a practice it is strongly recommended that a written agreement be in place to specify which – if any - files are to be transferred to the new ND.

All transferred files become the responsibility of the specified ND who is required to maintain them according to the [Standard of Practice for Record Keeping](#). If there was no agreement in place as to who owns the patient files, it is expected that the parties involved will come to an agreement about who is responsible for maintaining the original records. All naturopathic patient records, regardless of who is the custodian of the files, are required to be kept in accordance with the College's standard.

When a Member leaves a clinic, patients should be told in writing where their file is being stored and how they can access a copy of it. It should also be made clear to patients that they have the choice to access their naturopathic care from whomever they want. They also have the right to access a copy of their file or release a copy of the file to the health care

practitioner of their choice. However, patients do not have the authority to determine who keeps the original copy of their file.

When an ND, who is the Health Information Custodian, leaves a practice and is taking the records with them, the clinic they are leaving does not retain a copy of the patient's record. This applies to both paper and electronic records. However, where it is agreed that the clinic will remain the custodian of the records, they remain responsible for maintaining them and must provide the ND with access in the event of a complaint or legal investigation.

Our website includes more resources about ownership and transfer of patient files, including:

[Regulatory Guidance](#) – Transfer of Records

[iNformeD Fall 2018](#) – Obligations to Patients When Changing or Closing a Practice Location

## Deadlines & Reminders



- Registration for the Fall IVIT Exam opens October 21 and closes November 8, 2019.
- All exam dates for 2019/2020 are now available on [our website](#).
- Coming soon: watch for our Annual Report!
- If you just finished reporting your CE credits, remember to send us your new photo for the Public Register before November 28.

## Practice Resources



### Blog Posts

- [6 Tips to Avoid Insurance Related Complaints](#)
- [7 Tips for Using Electronic Records in Your Practice](#)
- [8 Social Media Tips for NDs \[infographic\]](#)
- [Medical Devices](#)
- [Succession Planning to Prevent Abandoned Records](#)

T: 416-583-6010 | F: 416-583-6011 | [info@collegeofnaturopaths.on.ca](mailto:info@collegeofnaturopaths.on.ca)

150 John St., 10th Floor Toronto ON M5V 3E3

PLEASE DO NOT UNSUBSCRIBE IF YOU ARE A MEMBER OF THE COLLEGE.

If members unsubscribe, they will be contacted by staff to re-subscribe as the College primarily communicates to members via email. We strive to keep communications relevant and to a minimum. Information regarding registration matters (annual renewal deadline, quality assurance requirements etc.), and important news and updates are communicated via email. The College works on the assumption that all members receive and review all of our emails.

[unsubscribe](#)

