

Getting Started on Restricted Registration

"Restricted Registration" is a certificate of registration provided by the College of Physicians and Surgeons of Ontario (CPSO) to residents who meet pre-determined criteria, as set forth by their home programs. A Restricted Registration certificate allows residents to practice under supervision outside of their residency training for remuneration. It allows residents to gain valuable work experience outside of their residency hospital and it also helps alleviate staffing shortages by providing hospitals with qualified and fully competent physicians to deliver services.

Dr. Teresa Chan will be entering her fifth year in Emergency Medicine at McMaster University in July. She received her Certificate of Restricted Registration within four weeks of initial application. "Surprisingly, the Restricted Registration process was relatively painless and required only a reasonable amount of paperwork," she said. Teresa has provided the following tips based on her personal experience.

Getting started:

1. Find out if your Residency training program is a participant in the RR program and ensure you are eligible by reviewing the information on the RR Website: www.restrictedregistrationontario.ca, specifically the Question and Answer section
2. If your program is not listed as a participant or if you have specific questions, contact the RR program office (housed at PAIRO) at 416-597-3650 or email info@restrictedregistrationontario.ca
3. Find a job opportunity as well as a Supervising Physician. Check out the Job Postings on the RR website or speak to staff at hospitals where you have done rotations at or ones where you think there might be a need. If hospital staff are not familiar with the RR Program, direct them to the website and encourage them to call the RR Program Office for more information

Application Process:

Once you have identified a job and a Supervisor, you are ready to begin the application process. There are 4 steps to your application:

- 1. Online Registration with the RR Program**
- 2. CMPA Coverage**
- 3. CPSO Application**
- 4. Hospital Credentialing (may take longer than 4 weeks)**

But the key to making this go much faster? Speak to your Supervising Physician, Program Director and Postgraduate Dean in advance!

- **Your Supervising Physician** – you should have already discussed things like your scope of practice, remuneration, and shift availability so just a quick phone call or email to your Supervisor to let them know that you have made your application and they should expect to receive an email from the RR office.
- **Your Program Director** – discuss your RR application with your Program Director to ensure that you will have their support
- **Your Post Grad Office** – a quick mention to the PG Dean or Manager that you have applied for an RR certificate may ensure that your application is approved more quickly

Step 1: Visit the RR Website, www.rrapp.ca and sign up!

The RR Website is where you sign up and begin the application process. Once you complete an online application the information is automatically forwarded to the RR office. They will ask the CPSO to send their paper application in the mail to you. Your application needs to be completed and approved by your Supervising Physician, Program Director and Postgraduate Dean (hence why you speak to them in advance!) and the rest happens online.

When you start the online process, you'll need the following information on hand:

- LMCC stuff - <https://www.mcc.ca/MCCOnline/MyMccOnlinePage.aspx>
 - date of your LMCC results (you can find these under --> Examinations tab, then view your exam results to get these dates)
 - LMCC licentiate number (this is on your certificate) - but can also be found online - once you login, go to the "Personal" tab and half way down the page will be the "Licentiate Number" and the date on which it was granted
- Dates of your ATLS and/or ACLS
- CMPA Number
- All of your completed rotations to-date (in number of weeks)

When your RR Academic Application receives all of the approvals, the RR Program Office will forward it to the CPSO.

Throughout the process, if you have questions be sure to contact Susan Adair at the Restricted Registration Program Office either by email: info@restrictedregistrationontario.ca or by phone: 416-597-3650. It's also a good idea to email Susan once you've started your online registration to let her know that you have spoken with your Supervising Physician and Program Director about your application.

Step 2: Change your CMPA coverage

You will need to change your coverage to TOW Code 14 to work RR shifts. This can be done by simply calling the CMPA, and it does not require additional funds. The hospital credentialing committee will also want a copy.

Step 3: Send your application to the CPSO

Once you receive your application package from the CPSO you should complete all of the information. It will require two exogenous signatures:

- Your Supervising Physician (for the Supervisor Undertaking)
- Co-signed by a Lawyer, a Commissioner of Oaths, or a Notary Public (Your PG Office may be able to help you with locating a Notary Public.)

Send all of the paperwork along with the fee of \$747.50 to the CPSO. I would suggest sending all the packages to the CPSO by Express Post or Courier -due to weight, it's roughly the same price as regular post and this way you can track it!

Step 4: Hospital Credentialing

The hospital you will be working at will need to provide you with temporary privileges. This may take some time (for me it was an additional 4-6 weeks on top of the 4 week process), so start this step fairly early. Information that you need to supply may include:

- Immunization stuff (the same stuff from starting as a resident is fine). This includes all the vaccination records, +/- titres, the TB skin test info, etc..
- Three References (one of which should be your Program Director). You need to submit their contact information. The hospital requests these letters from directly. They don't have to have the letters ready, you just need their contact information (for good form, I did email my references ahead of time to remind them that they had agreed to write me a reference).
- Three references (one should be from your Program Director). You'll need to provide the hospital with contact info for each reference as the hospital will request that these letters be sent directly to them. For good form, I graciously emailed each of them to remind them that they had agreed to provide me with references in advance of providing the hospitals with their contact info.

-
Teresa looks forward to the benefits that RR offers residents and did not feel that the wait or the paperwork should be a deterrent to anyone thinking about RR. "Besides, paperwork is a part of our lives," she explains. "It's a great opportunity to gain additional practice experience and earn some extra income at the same time."