

Form 3: Regulation Submission

Following approval by the Ministry of Health to proceed with the scope of practice change proposal, regulatory colleges must complete this Form.

Please refer to “A Guide for Scope of Practice Change Proposals” when completing this Form. Contact your ministry advisor if you have questions about the ministry’s process and expectations.

Appendix 3 includes a list of additional documentation and information that regulatory colleges are required to submit with their proposal. Please review these appendices and ensure that all required documentation and information is attached to this Form.

This completed form will be emailed to RegulatoryProjects@ontario.ca, copying the Director of the Workforce Regulatory Oversight Branch and the Manager of the Regulatory Design and Implementation Unit. Their emails can be found [here](#). Once submitted, you will receive an email acknowledging receipt of the proposal.

Section 1.	Contact Information
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1. What regulatory health College is submitting this scope of practice proposal for regulatory amendments?

2. What is the College’s address?

Street address:

Unit/Suite:

City:

Postal code:

3. Who is the primary contact for this proposal?

Name:

Title:

Telephone/ext.:

Email:

4. If the primary contact is not available, who is the secondary contact for this proposal?

Name:

Title:
Telephone/ext.:
Email:

Section 2.	Summary of Proposal
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- Describe the scope of practice change being proposed through these regulatory and/or statutory amendments?**
- This proposed scope of practice change may require (check all that apply):**
 - ☐ New regulation
 - ☐ Amendment to O. Reg. _____ / _____
 - ☐ Complementary amendments to _____ / _____
 - ☐ Revocation of O. Reg. _____ / _____
 - ☐ Legislative amendment
- Describe how each regulation and/or legislation change(s) being proposed relates to the scope of practice change and the intent of each amendment.**
- What date did the College Council approve the proposed regulation for submission to the ministry?**
- Please provide the date the proposed new regulation or amended regulation is to come into force.**

Section 3.	Consultation
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- Describe the regulation making authority/authorities the regulatory college is relying upon to make the new regulation or amended regulation. Identify the provisions contained in the Regulated Health Professions Act, 1991 (RHPA), Health Professions Procedural Code (HPPC), and/or profession specific Act.**

2. On what date did College Council approve circulation of the proposed new regulation or amended regulation?
3. During what dates was the proposed new regulation or amended regulation circulated for consultation and for how many days was it circulated
4. Which stakeholders were consulted? Were any stakeholders not consulted and why?
5. How was the proposed new regulation or amended regulation circulated/communicated to College members?
6. How was the proposed new regulation or amended regulation circulated/communicated to stakeholders, including other regulatory colleges and professional associations?
7. Provide a summary and analysis of the consultation feedback received, including any correspondence. Include who responded and their feedback; all areas of agreement and opposition to the scope change by professions, professional associations, other regulatory colleges, and the public; and how the college responded to the feedback.
8. If the proposed new regulation or amended regulation was changed because of the consultation feedback, was it re-circulated to the College members and stakeholders?
9. If no changes were made based on the consultation feedback, explain why. Provide details on how the College intends to manage any contentious issues.
10. Was the Office of the Fairness Commissioner consulted on the proposed new regulation or amended regulation?

Section 4.	Jurisdictional Comparison and Labour Mobility
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1. Provide a national summary, and if applicable an international summary, of relevant practices in other regulated Canadian jurisdictions.
2. Does the proposed regulatory changes impact labour mobility?

3. Does the College have any Mutual Recognition Agreements (MRA) or other reciprocity agreements with jurisdictions, nationally or internationally, between regulatory bodies or associations?

Section 5.	Approach for Ongoing Quality and Safety
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1. Explain how public health and safety will be protected if the scope of practice is implemented.
2. Please describe how the College's quality assurance program will be affected if the scope of practice change is implemented.
3. Describe what mechanisms or monitoring processes need to be in place to ensure ongoing quality and safety if the scope of practice change is implemented?
4. Describe the College's evaluation plan to monitor intended and unintended outcomes to ensure ongoing quality and safety. List any targets for delivery and milestones toward those targets.

Section 6.	Implementation
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1. What is the college's implementation plan? Who will be responsible for implementation?
2. How much implementation time will the College need to prepare prior to the proposed regulation coming into force?
3. Are there any implementation risks? If so, what is the mitigation strategy?
4. Describe how the college will communicate to its members, stakeholders, and the public the implementation of the proposed new regulation or amended regulations, if approved?

- 5. How will members of the public, patients, employers be made aware of a member's change in scope of practice. For example, will there be a notation on the college's public registry?**
- 6. What date is the college seeking for the new regulation or amended regulation to come into force?**
- 7. If the proposed new regulation or amended regulation is urgent, explain why it is needed immediately and what the consequences will be if it does not move forward?**