

## **POLICY ON CHANGING TO NON-PRACTISING REGISTRATION STATUS AND RESIGNATION**

Registrants are required to officially notify the College of Midwives of BC (CMBC), using the prescribed form, when they plan to cease practice for a period or to resign from registration. Registrants<sup>1</sup> who change practice status to non-practising during a registration year are qualified for adjustment to registration fees when applicable and for temporary suspension of NRP, CPR and emergency skills certification<sup>2</sup> requirements.

### **A. TEMPORARY CESSATION OF PRACTICE AND NON-PRACTISING REGISTRATION**

**A registrant must change to non-practising registration before stopping current professional liability coverage.**

#### **Registrant**

- submits completed *Application for Non-Practising* form to CMBC providing the exact date the non-practising registration will be effective before the intended date of status change (registration fee adjustment applies if the registration status is changed during a registration year)
- if the date of return to practice is known, also submits completed *Application for Return to Practice* form to CMBC or submits the form prior to the date registrant wishes to return to practice
- does not practice midwifery, any restricted activities or otherwise, when not registered in an active practicing class of registration
- must ensure the responsibility for all original retained records of clinical care are securely transferred to another registered midwife who is practicing midwifery in BC, and retain documentation of the transfer<sup>3</sup>
- informs CMBC of where client records will be stored and how they can be accessed
- as a non-practising registrant, may use the title “non-practising midwife”, “registered midwife – non-practising”, or “RM (non-practising)”
- may allow NRP, CPR and emergency skills to lapse during non-practising period<sup>2</sup>
- is responsible for all client care provided prior to ceasing practice
- must consider implications of ability to meet active practice requirements under *CMBC Requirements for Active Practice*
- may have status changed back to general, temporary, temporary (limited scope) or conditional (return to practice) registration once liability coverage is in place and all relevant continuing competency requirements are met, refer to section C - *Return to Practice from Non-practising Status* for details

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<sup>1</sup> Only General and Temporary registrants are eligible to apply for non-practising registration

<sup>2</sup> Refer to *Leave of Absence Requirements for Continuing Competency in NRP, CPR and Emergency Skills Policy*

<sup>3</sup> Refer to *Policy on Records and Record Keeping* and *Guide for Record Keeping, Storage and Retention*

## **CMBC**

- suspends requirements for proof of NRP, CPR and emergency skills certification or completion until end of notified leave period
- informs registrant of fee adjustments
- informs MABC and other agencies of status change
- considers implications to Quality Assurance program
- continues to communicate with registrant (e.g. notices, updates to the Registrant's Handbook)

## **B. RESIGNATION**

### **Registrant**

- submits completed *Resignation* form to CMBC notifying of exact date of resignation
- attaches a copy of resignation notification to the practice if applicable
- attaches a copy of letter resigning hospital privileges if applicable
- returns photo identification card if applicable
- must ensure that all original retained records of clinical care are securely transferred to another registered midwife who is practicing midwifery in BC and retain documentation of the transfer<sup>4</sup>
- informs CMBC of where client records will be stored and how they can be accessed
- does not practice midwifery, any restricted activities or otherwise, after resignation
- does not use titles: "midwife", "registered midwife", "RM"
- is responsible for acts prior to resignation
- if resigning during a registration year, registrant is eligible for a refund of an appropriate portion of the registration fee
- must reapply as per section 61 of the bylaws and meet all continuing competency requirements for reinstatement of registration

### **CMBC**

- informs MABC and other agencies of resignation
- refunds eligible registration fee
- maintains former registrant's records on file

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<sup>4</sup> Refer to *Policy on Records and Record Keeping* and *Guide for Record Keeping, Storage and Retention*

## C. RETURN TO PRACTICE FROM NON-PRACTISING STATUS

### Registrant

- submits completed *Application for Return to Practice form* to CMBC notifying of exact date of return to practice
- is responsible for submitting fees as required including a fee adjustment to make up the full registration fee if returning during a registration year
- must submit proof of current NRP, CPR and emergency skills certification or completion and any other continuing competency requirements to the CMBC where applicable
- must meet active practice requirements under CMBC *Requirements for Active Practice* or have an approved plan for addressing the active practice shortfall

### CMBC

- reviews proof of current NRP, CPR and emergency skills certification or completion and any other continuing competency requirements submitted by registrant
- reviews status of registrant meeting the active practice requirements
- confirms registrant's professional liability insurance coverage
- informs MABC and other agencies of return to practice