

Mandatory Report – Health Facility Admission

Instructions

This form is for use by physicians, nurses, or other health professionals licensed under the *Health Professions and Occupations Act (HPOA)* who are required to submit a mandatory report about a nurse or midwife arising from a health facility admission.

Note: All sections of the form must be completed unless otherwise specified.

1. Regulators do not need to know about the health conditions of a nurse or midwife unless the condition unduly impairs the knowledge, skills, ability, and judgment necessary to practise.

A nurse or midwife is unfit to practise if their competence is unduly impaired by a health condition. Competence refers to the knowledge, skills, ability, and judgment necessary to practise the designated health profession ethically and safely.¹

2. Make a mandatory report when a health condition unduly impairs competence.

If a nurse or midwife receives health care services through a health care facility² and a medical provider licensed under the *Health Professions and Occupations Act (the Act)* believes that the nurse or midwife has a health condition that unduly impairs their competence, the medical provider is required under the Act to report their concern to BCCNM.³

3. Make a mandatory report when treatment is initiated and prior to discharge.

A mandatory report must be made as soon as practicable after a nurse or midwife begins receiving health services, where there are reasonable grounds to believe they have a health condition that unduly impairs their competence.

If the health care facility is a hospital, the report must be made on or before the date that the nurse or midwife is discharged from the hospital.

Admission alone does not require a report. The duty to report arises when the medical provider forms the opinion that the nurse or midwife's health condition unduly impairs their competence. If that opinion is formed during care, the report must be made no later than discharge.

A physician, nurse, or other health professional is not required to report if they reasonably believe another report has already been made. Members of the circle of care should coordinate to ensure only one report is submitted. Where possible, BCCNM prefers the most responsible physician (MRP) submit the report.

4. Mandatory reports must include a description of the health condition and an opinion as to why and how it unduly impairs competence.

Please see below.

¹ *Health Professions and Occupations Act*, section 39.

² A health care facility is a hospital, clinic, institution, or other type of facility at or through which health services are provided.

³ *Health Professions and Occupations Act*, section 84.

Part A1 – Reporting party and organization information

Role: Physician (please indicate any specialization): _____
 Nurse (please indicate nursing designation): _____
 Other professional licensed under the HPOA (please specify): _____

Full name: _____ Pronouns (optional): _____

Title/position: _____ Organization: _____

Email: _____ Phone: _____

Part A2 – Contact person for this report (required only if different from Part A1)

Role: MRP
 Physician (other than MRP; please indicate any specialization): _____
 Nurse (please indicate nursing designation): _____
 Other professional licensed under the HPOA (please specify): _____

Full name: _____ Pronouns (optional): _____

Title/position: _____ Organization: _____

Email: _____ Phone: _____

Part B – Nurse or midwife information

Full name or BCCNM ID: _____ Pronouns (optional): _____

License type: LPN NP RN RPN Midwife

Workplace setting (if known): Hospital Long-term care Mental health facility
 Community Virtual health Other (specify): _____

Part C – Health condition information

Provide information about the health condition providing reasonable grounds to believe that the nurse or midwife's competence is unduly impaired.

Please include:

- The nurse or midwife's reasons for receiving health services through the health facility
- The health condition that causes you to believe that their competence is unduly impaired
- How the health condition unduly impairs the nurse or midwife's competence
- Whether the nurse or midwife is receiving treatment for the health condition, and if so, whether they are adherent to treatment
- The nurse or midwife's prognosis in respect of the health condition

Part D – Supporting documentation

Disclosure of relevant documentation to the college is lawful pursuant to section 33(2)(q) of the *Freedom of Information and Protection of Privacy Act*, which expressly permits the disclosure of personal information for the purpose of investigating a regulated individual.

Nurse or midwife's health records

Please provide copies of the following (*where available*):

- Clinical records related to the admission, including admission and discharge documentation
- Treating physician consultation notes addressing diagnosis, functional impairment, and prognosis
- Recommended treatment plan and follow-up

Part E – Consent and authorization

By signing and submitting this form I agree to the following:

- I confirm this report is submitted in good faith and reflects my organization's understanding of my statutory reporting obligations.
- I confirm the information provided is accurate to the best of my knowledge.
- I understand this information will be shared with the licensee.
- I understand that relevant records may be reviewed or disclosed to the licensee as necessary. Information may become public in the course of a hearing.
- I consent to BCCNM using this information for regulatory purposes.

Reporter signature: _____ Date (mm/dd/yy): _____

Submit this form to BCCNM:

Email: complaints@bccnm.ca

Fax: 604-899-0794

Mail: 900 – 200 Granville St., Vancouver, BC V6C 1S4