

Registration and Use of Title

PROFESSIONAL PRACTICE GUIDELINE



College publications contain practice parameters and standards which should be considered by all Ontario Respiratory Therapists in the care of their clients and in the practice of the profession. College publications are developed in consultation with professional practice leaders and describe current professional expectations. It is important to note that these College publications may be used by the College or other bodies in determining whether appropriate standards of practice and professional responsibilities have been maintained.

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As a Member of the College of Respiratory Therapists of Ontario, you are professionally accountable to practice in accordance with the standards of practice of the profession. The CRTO uses the phrase "standards of practice" to refer to the legislation, regulations, standards, policies and guidelines that establish practice parameters. This Practice Guideline may, therefore, be used by the CRTO to determine whether appropriate standards of practice and professional responsibility have been met and/or maintained.

INTRODUCTION

The **Regulated Health Professions Act (RHPA)** sets out the framework for the regulation of health professions in Ontario. This piece of legislation grants the privilege of self-regulation to the profession of Respiratory Therapy as well as other healthcare professionals. The RHPA also permits each College to determine the appropriate registration requirements for its own profession. In addition, as a public protection mechanism, the profession specific Acts restrict the use of certain professional titles and designations to Members of health regulatory Colleges.

The **Respiratory Therapy Act (RTA)** confers the title “Respiratory Therapist” to those individuals who have met the **College of Respiratory Therapists of Ontario’s (CRTO)** registration requirements. The intent of this practice guideline is to offer clarification with respect to protected titles and the requirements for CRTO registration in Ontario. Employers may also have policies and procedures related to use of titles. If an employer’s policies and procedures are more restrictive than the College’s the Member should abide by the employer’s policies and procedures. Where the employer’s policies and procedures are more permissive than the standard of practice described by the College the Member should adhere to the standard described by the College.

PROTECTED TITLES

In Ontario, use of the title “Respiratory Therapist” is granted to Members of the CRTO only. This title is protected/restricted under the Restricted Titles section (s.9) of the RTA which states:

Restricted titles

- 9 (1) No person other than a Member shall use the title “respiratory therapist”, a variation or abbreviation or an equivalent in another language.

Representations of qualification, etc.

- 9 (2) No person other than a Member shall hold himself or herself out as a person who is qualified to practice in Ontario as a respiratory therapist or in a specialty of respiratory therapy.

CLASSES OF REGISTRATION

All Members of the College are issued a “certificate of registration” in either the General, Graduate, or Limited (Practical) class. All College Members are “Respiratory Therapists” regardless of the class of certificate of registration they hold.

An unusual feature of the regulatory model created by the RHPA is that certificates of registration are issued for life. Certificates of Registration may only be removed by the College for cause, as required by the legislation, or at the request of the Member. As a result, failure to notify the College that a Member has moved out of province, retired or wishes to resign for any other reason, by the annual renewal date, could result in a suspension of his/her certificate of registration.

Note: It is essential that patients/clients know who is providing their care and that the RT be recognized as an important part of the healthcare team. Therefore, the CRTO encourages its Members to identify themselves to all patients/clients using their full professional title (e.g., Registered Respiratory Therapist or Respiratory Therapist) **whenever it is appropriate to do so.**

A **General Certificate of Registration** is issued to an individual who has met all academic requirements and has successfully completed the registration examination or evaluation approved by the College, or meet the registration requirements under the *Labour Mobility Act*. If a Member holds a General Certificate of Registration, he/she must use the designation RRT and may use “Registered Respiratory Therapist” or “Respiratory Therapist” as his/her professional title.

A **Graduate Certificate of Registration** is issued to an individual who has met all academic requirements but has not yet successfully completed the registration examination or evaluation approved by the College. If a Member holds a Graduate Certificate of Registration, he/she must use the designation GRT and may use “Graduate Respiratory Therapist” as his/her professional title. This is a temporary class of registration and is automatically revoked after 18 months.

Typically, the terms conditions and limitations imposed on a Graduate Certificate of Registration include:

- 1) the Member must advise current and future employer(s) of the terms, conditions and limitations on the certificate of registration;
- 2) the Member may only perform a controlled act, authorized to Respiratory Therapy, if performed under the general supervision of a regulated health professional who is authorized to perform the controlled act and available within 10 minutes;
- 3) the Member may not perform added or advanced prescribed procedures below the dermis;
- 4) the Member may not delegate any controlled acts to other individuals; and
- 5) the Member must successfully complete examinations approved by the Council of the College within 18 months from the date he/she is issued a Graduate Certificate of Registration or the certificate of registration will be automatically revoked at midnight on that date.

A **Limited Certificate of Registration** was issued to individuals who had not met all requirements for a General Certificate of Registration but provided sufficient evidence to a Panel of the Registration Committee of their competence to practice in a defined area of the scope of practice of the profession. (The CRTO stopped issuing Limited Certificates of Registration on February 25, 1999). If a Member holds a Limited Certificate of Registration, he/she must use the designation PRT and may use “Practical Respiratory Therapist” as his/her professional title.

DESIGNATIONS, PROFESSIONAL TITLES AND JOB TITLES

CRTO Members are entitled to use the title “Respiratory Therapist”. The Registration Regulation (O. Reg. 596/94 – part VIII) specifies that Members must use the designations RRT, GRT or PRT that correspond to their certificates of registration.

Designation is the abbreviation of the professional title.

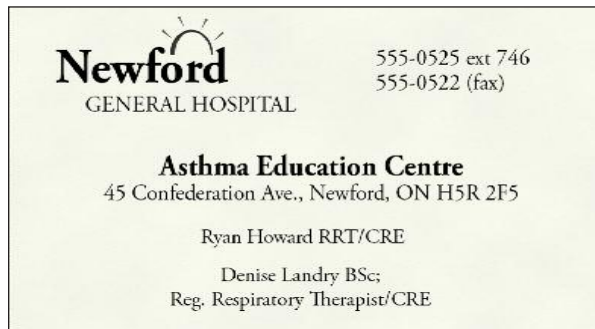
Professional Title is the full expression of the title.

Job Title is often the term given by employers, educational facilities and certification bodies to designate certain professional roles. These titles are not protected under law but can be used in addition to the protected professional title/designation to highlight the RTs credentials and/or position within their organization.

DESIGNATIONS, PROFESSIONAL TITLES AND JOB TITLES (continued)

Class of Registration	Designation	Professional Title	Job Title
General	RRT	Registered Respiratory Therapist, Respiratory Therapist, Reg. Respiratory Therapist	Anaesthesia Assistant (AA)
Graduate	GRT	Graduate Respiratory Therapist or Grad. Respiratory Therapist	Registered Polysomnography Technician (RPSGT)
Limited (Practical)	PRT	Practical Respiratory Therapist or Prac. Respiratory Therapist.	Certified Respiratory Educator (CRE)

Documents or records signed by a Member, or used by a Member, in a professional capacity (e.g., business card) **must** include, at a minimum, either his/her full professional title or professional designation.



STUDENT RESPIRATORY THERAPISTS (SRT)

Students enrolled in a recognized Respiratory Therapy training program are not Members of the CRTO, but the CRTO encourages them to use the title Student Respiratory Therapist (SRT) while fulfilling the requirements to become a Respiratory Therapist.

INACTIVE STATUS

Members in the General and Limited classes are permitted to hold “inactive” status provided they are not “practicing in the profession”. This is to enable non-practicing RTs (e.g., those on parental, sick or educational leave or those practicing in another jurisdiction) to maintain their Membership with the College so long as they do not:

1. Engage in the practice of Respiratory Therapy, which includes:
 - providing direct patient care within the scope of practice of the profession;
 - acting as an administrator, supervisor or educator in the field of health care;
 - selling products or services related to Respiratory Therapy;
 - providing consultations for Respiratory Therapy and related care, equipments and services; or
 - conducting research related to Respiratory Therapy.

2. Participate in activities related to their Respiratory Therapy credentials or experience or otherwise use their profession status, which includes:
 - performing a role for which a person was hired, in substantial part, on the basis of Respiratory Therapy education and experience;
 - using the RRT designation in the course of their employment.

Note: Inactive Members are not permitted to serve as a Council or non-Council Member of the College.

Note: Graduate Members cannot apply for inactive status.

Engaging in the practice of Respiratory Therapy while inactive may be considered professional misconduct [O.Reg 753/93].¹

Please note: Inactive Members are removed from the QA selection pool but are still expected to maintain on-going continuing education activities.

Following a change to active status, Members who have held inactive status for more than three consecutive years, may be referred by the Registrar to a Panel of the Quality Assurance Committee for assessment. The Panel will consider whether it is in the **public** and the Member’s interest to undertake some form of refresher/retraining. This does not apply to Members who have been maintaining inactive status, but have been practicing in another jurisdiction. For the CRTO Interpretation of Inactive Status policy, please see the website at www.crto.on.ca/pdf/Policies/Interpretation_Inactive_Status.pdf.

¹ The penalties for professional misconduct include any one or more of the following [HPPC section 51(2)]:

1. revocation of the Member’s certificate of registration;
2. suspension of the Member’s certificate of registration for a specified period of time;
3. imposition of terms, conditions or limitations on the Member’s certificate of registration.

TERMS, CONDITIONS AND LIMITATIONS

Terms, conditions and limitations are restrictions which may be placed on any certificate of registration. These restrictions may be imposed by regulation, (e.g., preventing inactive Members from engaging in the practice), or by one of the College's statutory committees for cause, such as disciplinary action. The Registration Committee may also place terms, conditions, or limitations on a certificate of registration at the time an application is reviewed. This may include limiting the practice environment or the procedures which may be performed by a Respiratory Therapist in the General, Graduate, or Limited class. The decision to place terms, conditions or limitations on a certificate of registration is made on an individual basis when it is in the public interest to do so. For example, Members of the CRTO may be required to perform authorized acts under supervision according to terms, conditions and limitations applied on their certificates of registration. For more information on supervision, please refer to the Supervision Policy posted on the CRTO website at www.crto.on.ca/pdf/Policies/Supervision-pol.pdf.

Terms, conditions, and limitations may be removed from a certificate of registration in a variety of ways including:

- completing a preset time period;
- submitting a request to, and receiving approval from, the committee which originally put the restrictions in place; and
- meeting pre-set conditions, such as completing an educational course or providing acceptable evidence of competence to perform a procedure.

Information about the current terms, conditions, or limitations on a Member's certificate of registration is recorded in the College register and is available to the public (including employers and other Members of the College) on the CRTO website as part of the Public Register. To view the CRTO's Fact Sheet on *Terms Conditions and Limitations*, please see the CRTO website at www.crto.on.ca/pdf/Policies/TCL.pdf.

COLLEGE REGISTER

The College register is the public record of information about each Member. The CRTO is required to make the public register available by posting it on the College's website and making the information available upon request by calling the CRTO office.

The public register includes:

- each Member's name and former name;
- the Member's registration number;
- the Member's class and status of registration;
- the business contact information (address and telephone number) of every employer;

COLLEGE REGISTER (continued)

- the name, business address and business telephone number of every health profession corporation of which the Member is a shareholder;
- the names of the shareholders of each health profession corporation who are Members of the College;
- terms, conditions and limitations currently in effect on the Member's certificate of registration;
- a notation of:
 - every matter that has been referred by the Inquires, Complaints and Reports Committee to the Discipline Committee and has not been finally resolved, until the matter is resolved including;
 - a notation of the fact, including the date of the referral;
 - a statement of the purpose of the hearing; and
 - any hearing times, dates for and location of the continuation of the hearing.
 - the results, including a synopsis of the decision, of every disciplinary and incapacity proceeding, unless a panel of the relevant committee makes no finding in regard to the proceedings;
 - every finding of professional negligence or malpractice which may or may not relate to the Member's suitability to practice, made against the Member, unless the finding is reversed on appeal;
 - every suspension or revocation of a certificate of registration; and
 - every suspension or revocation of a certificate of authorization for a professional corporation.
- information that a panel of the Registration, Discipline or Fitness to Practise Committee specifies shall be included;
- where findings of the Discipline Committee are appealed, a notation that they are under appeal, until the appeal is finally disposed of;
- where, during or as a result of a proceeding under section 25 of the Code, a Member has resigned and agreed never to practise again in Ontario, a notation of the resignation and agreement;
- where the Member's certificate of registration is subject to an interim order, a notation of that fact, the nature of the order and the date that the order took effect;
- where the Member's certificate of registration is subject to a suspension for failure to pay a fee, the reason for the suspension and the date of the suspension in addition to the fact of the suspension;
- if a Member ceased to be a Member, a notation specifying the reason and date of the termination of the Membership;
- information jointly agreed to by the College and the Member;
- information in respect of a former Member related to discipline proceedings in Ontario shall be entered on the register for a period of fifty years after the termination of Membership.

MAINTAINING REGISTRATION WITH THE COLLEGE

Members of the College of Respiratory Therapists of Ontario must renew their Membership on an annual basis, by submitting the Registration Renewal and by paying the annual renewal fee. In addition, Members of the College are required to:

- Practice according to the standards of practice established in the legislation, regulations and College guidelines;
- Participate in the CRTO Quality Assurance Program;
- Carry professional [liability insurance](#) coverage in the amounts and coverage set out in the policies of the College and provide evidence of this coverage upon request;
- Inform the College of the details of:
 - any change(s) to the Member's name, home address, employment status or other relevant information;
 - any finding of guilt against the Member in relation to a one of the following:
 - an offence under the Criminal Code of Canada;
 - an offence related to prescribing, compounding, dispensing, selling or administering drugs;
 - an offence that occurred while the Member was practicing or that was related to the practice of the Member (other than a municipal by-law infraction or an offence under the Highway Traffic Act);
 - an offence in which the Member was impaired or intoxicated; or
 - any other offence relevant to the Member's suitability to practice the profession.
- Members must also report if they have been found to have engaged in professional negligence or malpractice;
- any finding of professional misconduct, incompetence, incapacity or other similar finding in Ontario in relation to another profession or in another jurisdiction in relation to Respiratory Therapy or another profession that occurs or arises at any time after the holder's certificate is issued;
- any proceeding for professional misconduct, incompetence, incapacity or other similar proceeding in Ontario in relation to another health profession or in another jurisdiction in relation to Respiratory Therapy or another profession that occurs or arises at any time after the holder's certificate is issued.
- Notification should take place promptly and, in no case, more than thirty days after the event.

For more information on the **mandatory reporting obligations**, please see the CRTO's website at www.crto.on.ca

RESIGNATION

Members who do not wish to renew their Membership must let the College know of their intent to resign in writing. Under the *Respiratory Therapy Act*, a Member who has resigned or no longer holds a certificate of registration is prohibited from using the title "Respiratory Therapist" and is prohibited from holding himself or herself out as a person who is qualified to practice in Ontario as a Respiratory Therapist. Members who are not practicing Respiratory Therapy but engage in another healthcare activity (e.g., such as a manager in healthcare), and whose employer does not require them to be registered with the CRTO, have the option of resigning their Membership. If a Member resigns and wishes at a later point to be reinstated, the Member must apply and meet the registration requirements in place at the time of re-application.

SUSPENSION (FOR NON-PAYMENT OF FEES)

If a Member fails to renew his/her Membership with the College and does not resign, his/her Membership will be suspended for non-payment of fees.

A person whose certificate of registration has been suspended is not permitted to:

- Hold himself/herself out as a person qualified to practice the profession in Ontario, including using the title "Respiratory Therapist" or any variation or abbreviation of these titles, such as "RT", "RRT";
- Practice as a Respiratory Therapist in Ontario;
- Perform controlled acts under the *Regulated Health Professions Act* by virtue of being a Member of the College.

In order to have the suspension lifted, the person will be required to meet all annual renewal requirements, including payment of fees as set out in the CRTO By-Laws.

REVOCAION (FOR NON-PAYMENT OF FEES)

According to College By-laws, if the suspension (for failure to pay fees) of a Member's certificate of registration is not lifted by the given deadline, the certificate is deemed to have been revoked on that day. Once the certificate has been revoked, a former Member may re-apply if he/she:

- a) satisfies the requirements for the class of certificate which is sought,
- b) pays the application fee,
- c) pays the annual fee for the year in which the new certificate is issued,
- e) pays a penalty fee.

GLOSSARY

College of Respiratory Therapists of Ontario (CRTO)	The regulatory body for the profession of Respiratory Therapy, which operates under the self-regulation model established in the RHPA. The CRTO regulates the profession in the interest of the public.
Member	Refers to a holder of a certificate of registration with the CRTO.
Name	Includes first name, surname, former names, and pseudonyms.
O.Reg. 596/94 – part VIII	For the purposes of this practice guideline, this refers to the Registration Regulation made under the <i>Respiratory Therapy Act (RTA)</i> .
Public	Refers to patients and potential patients and can include at times employers, other health care professionals and Members.
Regulated Health Professions Act (RHPA)	Legislation passed in 1991 that sets out the general purpose of the regulatory model for health professionals in Ontario. It identifies the 14 controlled acts that are potentially harmful if performed by unqualified persons and sets out the list of which professions will be self governed under the Act.
Respiratory Therapy Act (RTA)	Legislation passed in 1991, which outlines, among other things, the scope of practice of the profession of Respiratory Therapy in Ontario and the controlled acts that are authorized to RTs.

NOTES:



College of Respiratory Therapists of Ontario
Ordre des thérapeutes respiratoires de l'Ontario

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This practice guideline will be updated as new evidence emerges or as practice evolves. Comments on this practice guideline are welcome and should be addressed to:

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