

## Overview

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All certificates of registration issued by the College of Respiratory Therapists of Ontario (Cрто) are subject to specific conditions set out in regulations. Additional terms, conditions, and limitations (TCLs) may be imposed by one of the Cрто's statutory committees for cause, such as disciplinary action. The Registration Committee may also direct that TCLs be placed on a certificate of registration when, for example, an applicant for registration does not meet a registration requirement. TCLs may also be agreed to by a Member through an Undertaking.

Terms, conditions and limitations are imposed on Members' certificates to protect the public. Contravening a term, condition or limitation imposed on the Member's certificate of registration constitutes professional misconduct.

This fact sheet provides information about the conditions imposed on Members' certificates of registration by regulations. Additional information about these conditions or the TCLs imposed by one of the Cрто committees can be obtained by speaking directly with a Cрто staff member.

## Conditions Imposed by Regulation

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The information below is intended to provide a general overview of the conditions that may be imposed on a certificate of registration by regulations. However, it is important to directly reference the relevant legislation as a complete and accurate source of information about the specific conditions.

**Note: Conditions imposed by regulation cannot be varied by a Cрто committee.**

## Conditions that Apply to All Certificates of Registration Issued by the Cрто

[Registration Regulation](#) (s. 54):

1. The Member shall provide to the Registrar at the first reasonable opportunity the details of any of the following that relate to the Member and that occur or arise after the registration of the Member,
  - i. a finding of guilt relating to any offence,
  - ii. a 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,



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- iii. a proceeding for professional misconduct, incompetence, incapacity or other similar proceeding in Ontario in relation to another profession or in another jurisdiction in relation to respiratory therapy or another profession.
2. The Member must maintain professional liability insurance in the amount and in the form as required under the By-laws.
3. The Member must provide information about himself or herself in the manner and in the form as required under the By-laws.
4. The Member must pay any fees required under the By-laws.

## General Certificate of Registration

The conditions imposed on a **General Certificate of Registration** in regulations are:

[Prescribed Procedures Regulation](#) [s. 49 (1)]

1. It is a condition that a Member holding a General Certification of Registration does not perform an advanced procedure unless they have successfully completed a certification process or program approved by the CRTO's Registration Committee within two years prior to the procedure being performed.

## Graduate Certificate of Registration

The conditions imposed on a **Graduate Certificate of Registration** in regulations are:

[Registration Regulation](#) [s. 60 (1)]

1. A Member holding a Graduate Certificate of Registration shall,
  - I. advise all employers of any terms, conditions and limitations that apply to their Graduate Certificate of Registration, if the Member is working in Respiratory Therapy,
  - II. only perform a controlled act<sup>1</sup>, authorized to the profession, under the general supervision of a regulated health professional who the Graduate Member has reasonable grounds to believe is authorized to perform the controlled act, is personally competent to do so, and who is available to be personally present at the site where the authorized act is performed on ten minutes notice; and

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<sup>1</sup> It is the CRTO's position that a Member holding a Graduate Certificate of Registration cannot perform a tracheostomy tube change for a stoma that is less than 24 hours old.



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III. not delegate a controlled act<sup>2</sup>.

2. A Graduate Certificate of Registration is automatically revoked 18 months after its date of issue.

[Prescribed Procedures Regulation](#) [s. 49 (2)]

3. A Member holding a Graduate Certificate of Registration cannot perform an advanced prescribed procedure below the dermis.

[Prescribed Substances Regulation](#) [s. 49.1 (2)]

4. A Member holding a Graduate Certificate of Registration cannot administer a prescribed substance by inhalation while engaging in the practice of Respiratory Therapy.

### Limited Certificate of Registration

The conditions imposed on a **Limited Certificate of Registration** in regulations are:

[Prescribed Procedures Regulation](#) [s. 49 (3)]

1. A Member holding a Limited Certificate of Registration cannot perform an advanced prescribed procedure.
2. A Member holding a Limited Certificate of Registration cannot perform a basic prescribed procedure unless the Member is permitted to perform the procedure by the terms and conditions of their certificate of registration.

[Prescribed Substances Regulation](#) [s. 49.1 (2)]

3. A Member holding a Limited Certificate of Registration cannot administer a prescribed substance by inhalation while engaging in the practice of Respiratory Therapy.

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<sup>2</sup> It is the CRTC's position that Members who cannot delegate a controlled act, cannot accept delegation for a controlled act.



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## Inactive Certificate of Registration

The conditions imposed on an **Inactive Certificate of Registration** in regulations are:

[Registration Regulation](#) (s.63)

1. A Member holding an Inactive Certificate of Registration cannot:
  - Engage in providing direct patient care;
  - Use their professional Respiratory Therapist title or designation;
  - Supervise the practice of the profession; or
  - Make any claim or representation of having any competence in the profession.

## Emergency Certificate of Registration

The conditions imposed on an **Emergency Certificate of Registration** in regulations are

[Registration Regulation](#) (s.63.4)

1. A Member registered with an Emergency Certificate of Registration shall,
  - i. at the first reasonable opportunity, advise every employer of any terms, conditions and limitations that apply to the Member's certificate of registration if their employment is in the field of respiratory therapy;
  - ii. only perform a controlled act that is authorized to the profession if it is performed under the general supervision of a Member who holds a certificate in the general class of registration and who is available to be present at the site on 10 minutes notice; and
  - iii. not delegate a controlled act<sup>3</sup>.

[Prescribed Procedures Regulation](#) [s. 49 (1)]

2. It is a condition that a Member holding an Emergency Certification of Registration does not perform an advanced procedure unless they have successfully completed a certification process or program approved by the CROTO's Registration Committee within two years prior to the procedure being performed.

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<sup>3</sup> It is the CROTO's position that Members who cannot delegate a controlled act, cannot accept delegation for a controlled act.



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## **Additional Considerations**

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The following controlled acts authorized to RTs require additional authorizing mechanisms such as direct orders or medical directive:

Under the [Respiratory Therapy Act](#), Authorized Acts (s. 4)<sup>4</sup>:

No. 1: Performing a prescribed procedure below the dermis.

No. 2: Intubation beyond the point in the nasal passages where they normally narrow or beyond the larynx.

No. 4: Administering a substance by injection or inhalation.

Under the [Controlled Acts Regulation](#):

Utilizing diagnostic ultrasound in RT practice (s. 7.1)

Performing a tracheostomy tube change (s. 14)

## **Resources**

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- [Guide for Terms, Conditions, and Limitations \(TCLs\) imposed by the Registration Committee](#)
- [Registration and Use of Title Professional Practice Guideline](#)
- [Interpretation of Authorized Acts Professional Practice Guideline](#)

## **Contact Information**

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**College of Respiratory Therapists of Ontario**

[www.crto.on.ca](http://www.crto.on.ca)

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<sup>4</sup> Applicable legislation may require an order for controlled acts No. 3 (Suctioning beyond the point in the nasal passages where they normally narrow or beyond the larynx) and No. 5 (Administering a prescribed substance by inhalation) depending on the practice location.

