

## Overview

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All certificates of registration issued by the College of Respiratory Therapists of Ontario (CRTO) include conditions set out in regulations. In some circumstances, the CRTO may also place additional terms, conditions, and limitations (TCLs) on a Member's certificate. This can happen through a registration or disciplinary process, or when a Member agrees to specific conditions through an undertaking.

These requirements are in place to help ensure safe, competent, and ethical care for the public. It's important to know that failing to follow any term, condition, or limitation on a certificate of registration is considered professional misconduct.

This fact sheet explains the conditions that apply to Members' certificates under the regulations. Additional information about these conditions or the TCLs imposed by one of the CRTO committees can be obtained by speaking directly with a CRTO staff member.

## Conditions Imposed by Regulations

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This section is meant to help you understand the types of conditions that may apply to a certificate of registration. It provides a general overview only.

The conditions described here are set out in regulations and may apply in different situations. For complete and up-to-date information, the regulations themselves are the official source. We encourage you to review the relevant regulations or reach out if you need help understanding how these conditions apply to you.

**Note: Conditions imposed by regulation cannot be changed by a CRTO committee.**

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

[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,



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- 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,
  - 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 themselves 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 of a General Certification of Registration, that a Member 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.

[Registration Regulation](#) [s. 55.1 (1)]

To provide direct patient care or supervise respiratory therapy practice, RRTs must have practiced for at least 1,125 hours in every three-year period after they receive their certificate of registration. If a Member does not have the minimum practice hours, there are other things they can do to satisfy this requirement (e.g., completion of a refresher course).

If a Member cannot provide evidence of keeping current with the RT standards of practice, the CRTO Registration Committee may apply certain conditions to their certificate of registration. For example, to ensure that the Member has the necessary current knowledge and skills to practice safely and competently, the committee may require that the Member be supervised until they can demonstrate currency.



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## 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,
  - (a) 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.
  - (b) 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 present at the site where the authorized act is performed on ten minutes notice; and
  - (c) 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.

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<sup>1</sup> It is the CROTO'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.

<sup>2</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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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.

## 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>.

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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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## [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.

## **Additional Considerations**

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

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](#)

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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.



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## Contact Information

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**College of Respiratory Therapists of Ontario**

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