SCPT
Saskatchewan College of Physical Therapists

POLICY

Section: **Declarations Audits** Policy Number:	Title: **Criminal Record Check Audit**

Council Motion Number:	**Date Effective:**
Council Motion Number:	**Date Revised:**

1. PURPOSE

1.1 To ensure members do not have a criminal record that would jeopardize patient safety.

2. PRINCIPLES

2.1 Clause 12(b) of the SCPT Regulatory Bylaws requires an applicant for a practicing licence to submit a 'satisfactory' criminal record check.

2.2 Member has declared that they do not have a criminal record on their initial application and on their annual licence renewal.

3. DEFINITIONS

3.1 Satisfactory: A 'satisfactory' criminal record check is one that does not disclose a conviction that would lead to discipline proceedings. Only convictions based on conduct that would fall within the definition of 'professional misconduct' as set out in Section 23 of The Physical Therapists Act, 1998 (The Act) will lead to refusal of licensure.

4. POLICY

4.1 Two percent of members will be randomly selected and requested to have a criminal record check (CRC) without the vulnerable sector check.

4.2 Selected members will have 90 days to produce a recent (within the past year of the request) CRC.

4.3 Extension may be granted if the member is unable to meet the 90 day requirement by contacting the Executive Director.

4.4 SCPT will reimburse member with 'satisfactory' CRC.

5. ROLES AND RESPONSIBILITIES

5.1 Following licence renewal each year the Executive Directory & Registrar (EDR) will randomly select 2% of members (approximately 16 members) to have a criminal record check performed.

5.2 EDR will send an email to selected members to notify them that they are required to have a criminal record check completed and submitted to SCPT within 90 days.

5.3 EDR will ensure all required responses have been received. If member fails to have a criminal record check submitted the EDR will suspend practice licence until the CRC is submitted. EDR may refer member to the Professional Conduct Committee.

5.4 EDR will review responses to ensure compliance with clause 12 (b) of the SCPT Regulatory Bylaws. If a declaration is found to be false (there is a criminal record and the member declared that they did not have a criminal record) the EDR will refer a complaint to the Professional Conduct Committee for investigation as a false statement has been made.

5.5 Members who submit a satisfactory CRC are to submit their receipt of payment to SCPT for reimbursement.