



COLLEGE OF  
PHYSICIANS & SURGEONS  
OF NOVA SCOTIA

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*Competent Care & Ethical Practice*

# PHYSICIAN orientation guide



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# PHYSICIAN

## orientation guide

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# CPSNS Orientation Guide



## Introduction

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Welcome to the practice of medicine in Nova Scotia! You are joining a professional community of more than 2200 physicians across a small, friendly and diverse province.

No matter where they trained, your colleagues share a commitment to providing the best possible care to their patients. They also collaborate closely with their physician colleagues and with other health professionals.

Nova Scotia physicians enjoy the privilege of professional self-regulation, and take that responsibility very seriously. Through the *Nova Scotia Medical Act*, the provincial government has designated the College of Physicians and Surgeons of Nova Scotia (the College) to be the self-regulatory body for physicians in Nova Scotia. The College exists to serve the public and to govern the practice of medicine in the public interest. It does this through determining criteria for registration and licensing of physicians, establishing and maintaining standards of practice, and investigating complaints about the conduct and competence of physicians.

*Nova Scotia physicians enjoy the privilege of professional self-regulation, and take that responsibility very seriously.*

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This document contains hyperlinks which, when clicked, will open the destination website. Hyperlinks are represented as:

- <http://www.websitename.ca>

These hyperlinks were active as of April 1, 2009, however, if you do encounter a hyperlink that has become inactive, please let us know via email:

- [registration@cpsns.ns.ca](mailto:registration@cpsns.ns.ca)

This guide describes what you need to know about these and other aspects of the College's work. If you have questions that are not answered by this guide, please feel free to contact the College. Information is available by calling 902-422-5823, or toll-free in Nova Scotia at 1-877-282-7767, or online:

- <http://www.cpsns.ns.ca/contactus.htm>

## Hyperlinked Resources

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### College of Physicians and Surgeons of Nova Scotia (CPSNS)

- <http://www.cpsns.ns.ca>

The College of Physicians and Surgeons of Nova Scotia (CPSNS) is the medical professional licensing body for the province of Nova Scotia. The College's website contains a wealth of information, including a constantly updated searchable listing of physicians licensed in the province, guidelines and policies for physicians, College periodicals, information on licensing and medical practice incorporation, and links to related organizations.

### Nova Scotia Physician Achievement Review Program (NSPAR)

- <http://www.nspar.ca>

The Nova Scotia Physician Achievement Review (NSPAR) is a program of the College of Physicians and Surgeons of Nova Scotia that provide physicians with information about their medical practice, in the form of a confidential report, based on feedback from their medical colleagues, co-workers and patients. This unbiased and multi-sourced feedback is helpful to physicians in improving their medical practices while building on their identified strengths. NSPAR promotes a culture of continuous quality improvement and offers a link between assessment and focused professional development. The NSPAR website contains sample questionnaires, sample reports, FAQs, resource materials and an informational video.

### Clinician Assessment for Practice Program (CAPP)

- <http://www.capprogram.ca>

The Clinician Assessment for Practice Program is a program of the College of Physicians and Surgeons of Nova Scotia. It is intended for International Medical Graduate (IMG) physicians who believe they are practice-ready for entry into family practice without any additional formal residency training in Canada. CAPP is intended to provide medical services to underserved areas of Nova Scotia as defined by the Department of Health of the Government of Nova Scotia with a return of service requirement. IMG physicians who are granted a defined licence in Nova Scotia through CAPP receive a 13-month program of continuing professional development, on-going support, guidance and evaluation by a physician-mentor, and ongoing assessment of their practice.

### Doctors Nova Scotia

- <http://www.doctorsns.com>

Doctors Nova Scotia (formerly the Medical Society of Nova Scotia) is the professional association that represents all doctors in the province. As the local division of the Canadian Medical Association (see below), it represents about 2,200 physicians and 700 medical students and residents. Doctors Nova Scotia negotiates contracts and fee schedules on behalf of the province's physicians with the provincial government. It also brings forward physician concerns about the health-care system and provides advice on various health-related policies and legislation. The organization also has a strong and active interest in health promotion and prevention.

### Dalhousie University Faculty of Medicine

- <http://www.medicine.dal.ca>

With more than 1300 faculty, the Dalhousie Faculty of Medicine has 360 undergraduate and 450 postgraduate (resident) medical students, and serves all three Maritime provinces. Through its 111 training sites, Dalhousie offers 44 Royal College of Physicians and Surgeons of Canada programs and 4 College of Family Physicians of Canada programs.

### Professional Association of Residents in the Maritime Provinces (PARI-MP)

- <http://www.parimp.ca>

Consisting of approximately 450 resident physicians registered at Dalhousie University and training in hospitals and health care, the Professional Association of Resident Physicians in the Maritime Provinces (PARI-MP) negotiates and enforces a collective agreement on the part of its members and engages in various forms of advocacy.

### Nova Scotia Department of Health (DOH)

- <http://www.gov.ns.ca/health>

The Nova Scotia Department of Health is the provincial ministry that sets strategic direction for the health system by being involved in work such as funding district health authorities and provincial programs, developing and supporting provincial programs and initiatives, and administering continuing-care services.

Policy, legislation and standards for Nova Scotia's health services are delivered by nine district health authorities and the IWK Health Centre. These health authorities deliver health care services to residents and are responsible for all hospitals, community health services, mental health services and public health programs in their districts.

### **Nova Scotia College of Family Physicians**

- <http://www.nsfamdocs.com>

The Nova Scotia chapter of the College of Family Physicians of Canada (CFPC), a national voluntary organization of family physicians, makes continuing medical education of its members mandatory. The CFPC aims to champion quality health care for all people in Canada; support its members in providing quality patient care through education, research and the promotion of best practices; and ensure that the role of family physicians is well understood and widely valued.

### **Canadian Medical Protective Association (CMPA)**

- <http://www.cmpa.org>

The Canadian Medical Protective Association (CMPA) is a medical mutual defence organization that provides its physician members with medico-legal advice, risk management education and legal assistance related to their clinical practice. By promoting patient safety, the Association contributes to improving the quality of the Canadian health care system. The CMPA is funded and operated on a not-for-profit basis for physicians, by physicians. Its membership comprises most practising physicians in Canada.

### **Royal College of Physicians and Surgeons of Canada (RCPSC)**

- <http://www.rcpsc.medical.org>

The Royal College of Physicians and Surgeons of Canada (RCPSC) is a national, nonprofit organization established in 1929 to oversee the medical education of specialists in Canada. Among other responsibilities, the RCPSC prescribes the requirements for specialty education in 61 areas of medical, surgical and laboratory medicine including two special programs; it accredits specialty residency programs; it assesses the acceptability of residents' education and training; it conducts certifying examinations (except in Quebec where it shares this responsibility with the Collège des médecins du Québec); and it assures a high standard of specialist care through its Maintenance of Certification (MCERT) Program.

### **Canadian Medical Association (CMA)**

- <http://www.cma.ca>

The Canadian Medical Association (CMA) is a national body that describes its mission as serving and uniting the physicians of Canada and acting as a national advocate, in partnership with Canadians, for the highest standards of health and health care. The CMA also takes an active lead on numerous issues such as children's health, personnel problems affecting health care, and the state of Canada's Medicare system.

**Medical Council of Canada (MCC)**

- <http://www.mcc.ca>

Among other things, the Medical Council of Canada (MCC) develops, validates and implements tools and strategies to evaluate physicians' competence; and maintains a national registry of physicians and their qualifications throughout their professional careers. The MCC is best-known among physicians for providing the qualification (Licentiate of the Medical Council of Canada - LMCC) for entry into medical practice.

**Canadian Association of Physicians with Disabilities (CAPD)**

- <http://www.capd.ca>

The Canadian Association of Physicians with Disabilities (CAPD) Provides a national forum for discussion of issues of mutual interest and concern to physicians with disabilities, while opening avenues for exchange of ideas and information, particularly as these apply to clinical practice.

**Society of Rural Physicians of Canada (SRPC)**

- <http://www.srpc.ca>

On behalf of its members and the Canadian public, the Society of Rural Physicians of Canada (SRPC) performs a wide variety of functions, such as developing and advocating health delivery mechanisms, supporting rural doctors and communities in crisis, promoting and delivering continuing rural medical education, encouraging and facilitating research into rural health issues, and fostering communication among rural physicians and other groups with an interest in rural health care. The SRPC is a voluntary professional organization representing over 2000 of Canada's rural physicians and comprising 5 regional divisions spanning the country.

# One:

## After Obtaining your License to Practice Medicine



### Obligations and Resources

This section contains information on various organizations in which physicians practicing in Nova Scotia are required to hold membership, as well as a variety of policies and guidelines to assist them in their practice of medicine.

#### Medical Liability Protection

As per the College's Regulations for Registration, it is compulsory for physicians with a Defined License to provide documented evidence of liability protection. However, the College recommends that all physicians obtain medical liability protection prior to commencing practice. Information on liability protection can be obtained directly from the Canadian Medical Protective Association (CMPA):

- <http://www.cmpa-acpm.ca>

#### Doctors Nova Scotia

Membership with Doctors Nova Scotia (formerly the Medical Society of Nova Scotia) is compulsory within one month of licensure in Nova Scotia. Information on joining can be obtained directly from Doctors Nova Scotia:

- <http://www.doctorsns.com>

#### Service Provider Billing Number

Physicians practicing in Nova Scotia generally require a service provider billing number. Information on billing numbers can be obtained from Medical Services Insurance (MSI) at Medavie Blue Cross by e-mail:

- [msi.providercoordinators@medavie.bluecross.ca](mailto:msi.providercoordinators@medavie.bluecross.ca).

Obtaining a Nova Scotia license does not ensure a physician a service provider billing number with MSI.

## Policies/Guidelines

The College of Physicians and Surgeons has developed policies and guidelines to assist physicians in their practice on topics such as:

- ◆ Canadian Medical Association Code of Ethics (Endorsed by the College)
- ◆ Conflict of Interest Guidelines
- ◆ Guidelines for Advertising and Public Communications by Physicians
- ◆ Guidelines for Completion of Patient Forms by Physicians
- ◆ Guidelines for Medical Record-Keeping
- ◆ Guidelines for the Use of Controlled Substances in the Treatment of Pain
- ◆ Guidelines on the Availability of Physicians After Hours
- ◆ Physicians and the Pharmaceutical Industry
- ◆ Policy on Euthanasia and Assisted Suicide
- ◆ Sexual Misconduct in the Physician-Patient Relationship
- ◆ Statutory Reporting Requirements

A complete list of policies and guidelines can be found on the College's website:

- <http://www.cpsns.ns.ca/publications/index.html>

## Annual License Renewal

There is an annual license fee for all physicians licensed with the College of Physicians and Surgeons of Nova Scotia **payable on or before January 1<sup>st</sup> of each year**. The College distributes a renewal notice mid-November each year regarding the fee for the upcoming year. Physicians are encouraged to pay the fee by the due date to avoid a late fee. If the fee is not paid by the end of the renewal period as indicated on the renewal notice, or if the physician has not notified our office in writing that s(he) no longer wishes to maintain a Nova Scotia license, his/her name will be automatically suspended from the Medical Register. A penalty fee, along with the appropriate annual license fee, will be levied against the physician before the license is reinstated. Physicians may be required to provide additional information/documentation considered necessary by the College.

## Change of Address / Phone / Fax / E-mail

It is very important that the College of Physicians and Surgeons of Nova Scotia be notified in writing of any change in a physician's contact information. The College depends entirely on information from members to keep physician's addresses, phone numbers, fax numbers, and e-mail addresses up-to-date. These changes are accepted via e-mail directly from the physician:

- [registration@cpsns.ns.ca](mailto:registration@cpsns.ns.ca)

or by downloading and submitting a *Notification of Change of Address Form* from the College website:

- <http://www.cpsns.ns.ca/address-name-change-form.htm>

Please note that for our member's protection, third party change requests are not accepted.

## Professional Medical Corporations

Subject to the *Medical Professional Corporations Act* and the *Medical Professional Corporations Regulations*, a professional corporation may engage in the practice of medicine and physicians may be employed by a professional corporation for the purpose of engaging in the practice of medicine. A professional medical corporation practicing medicine without a permit from the College is unlawful. The Act, Regulations and Application package can be found on the College's website:

- <http://www.cpsns.ns.ca/Registration/incorporation.htm>

## Medical Identification Number for Canada (MINC)

The Medical Identification Number for Canada (MINC) is a standardized identification number assigned to individuals entering the Canadian medical education or practice systems. Every physician's MINC number is a unique, permanent number, recognized by Canadian medical organizations. The College of Physicians and Surgeons of Nova Scotia has the responsibility to submit personal physician information on behalf of physicians obtaining a license in Nova Scotia (with the physician's consent), for the purpose of obtaining a MINC number. More information can be obtained from the MINC website:

- <http://www.minc-nimc.ca>

# Two:

## Ethical and Legal Obligations



### Ethical, Legal and Management Aspects of a Medical Practice

Ethical and legal guidelines include the Canadian Medical Association Code of Ethics and certain statutes and mandatory reporting requirements related to the practice of medicine in Nova Scotia. Medical practice management includes information related to medical legal protection, professional incorporation, and the startup and management of a medical practice.

#### Canadian Medical Association CMA Code of Ethics

The Canadian Medical Association in its Code of Ethics last updated in 2004 provides an ethical guide for Canadian physicians including residents and medical students. These ethical guidelines focus on medicines core activities (health promotion, disease prevention, advocacy diagnosis treatment, rehabilitation, palliation, education, and research) and are based on the fundamental principles and values of medical ethics (autonomy, beneficence, non-maleficence, justice, and accountability):

- <http://www.cpsns.ns.ca/publications/cmaethics.html>

Canadian physicians are bound by ethical codes regarding their relationships with patients and with others in their profession and with society at large.

*... ethical guidelines focus on medicines core activities*

*... are based on the fundamental principles and values of medical ethics*

#### Nova Scotia Statutes and Statutory Reporting Requirements

The practice of medicine in Nova Scotia is governed by the *Medical Act 1995* and its various regulations. Beyond that physicians in practice must be aware of provincial statutes, which affect the practice of medicine, some of which contain mandatory reporting requirements or protection from action based on your reporting. The College has developed a guideline “*Statutory Reporting Requirements: Guide for Nova Scotia Physicians*”. Please refer to this guideline for important information on statutes that may affect your practice:

- <http://www.cpsns.ns.ca/publications/statutory-reporting.htm>

Other Nova Scotia provincial government legislation that may have an impact on medical practice includes:

Health Act -

- <http://www.gov.ns.ca/legislature/legc/statutes/health.htm>

Medical Consent Act -

- <http://www.gov.ns.ca/legislature/legc/statutes/medcons.htm>

Health Protection Act -

- <http://www.gov.ns.ca/legislature/legc/statutes/healthpr.htm>

Hospitals Act -

- <http://www.gov.ns.ca/legislature/legc/statutes/hosptls.htm>

Evidence Act -

- <http://www.gov.ns.ca/legislature/legc/statutes/evidence.htm>

## Medical Practice Management

The Canadian Medical Protective Association, CMPA is a mutual defense organization providing medical liability protection to practicing physicians. Membership in CMPA entitles physicians to medical legal assistance and defense, general advice concerning medical legal matters and access to education programs aimed at reducing risk and improving patient safety. CMPA members must hold a degree in medicine and be licensed by one of the Provincial, Territorial Medical Regulatory Authorities:

- <http://www.cmpa.org>

## Independent Medical Examination Guidelines

Independent Medical Examinations (IME's) are impartial clinical examinations performed by physicians at the request of a third party to clarify any patient health issues related to areas such as, employment, insurance or other benefits or legal matters. Although the College of Physicians and Surgeons of Nova Scotia has not developed guidelines for IME's, it endorses the document *Medical Examinations by Non-Treating Physicians (NTM's)* developed by the CPSA in June 2000. This is available in the guidelines section of the CPSNS website:

- <http://www.cpsns.ns.ca/publications/non-treating-physicians-AB-guideline.pdf>

This guideline assists physicians performing IME's and reducing the possibility of patient dissatisfaction with the examination or its results and reduces the confusion about the purpose of the examination. In performing IME the physician usually reviews clinical data, history, physical examination and test results and is required to answer questions related to diagnosis, impairment and casual linkage. The College of Physicians and Surgeons of Newfoundland and Labrador has also developed a guideline to performing independent medical examinations:

- <http://www.cpsnl.ca/PolicyDocument.asp?ID=2>

## Practice Management

The Canadian Medical Association provides training and resources for starting and managing a medical practice. *Starting Your Practice* offers information related to a startup plan while, *Manage Your Practice* focuses on the business side of how to operate a medical practice:

- [http://www.cma.ca/index.cfm/ci\\_id/43893/la\\_id/1.htm](http://www.cma.ca/index.cfm/ci_id/43893/la_id/1.htm)

## Physician Patient Boundaries

The College of Physicians and Surgeons of Ontario published in 2004 an article entitled *Maintaining Boundaries with Patients*. This includes a self-assessment tool for physicians to assess their risk of boundary violation

- <http://www.cpso.on.ca/uploadedFiles/downloads/cpsodocuments/members/Maintaining%20Boundaries.pdf>

For more information, consult “Sexual misconduct in the physician-patient relationship”:

- [http://www.cpsns.ns.ca/publications/sexmisconduct\\_2000.htm](http://www.cpsns.ns.ca/publications/sexmisconduct_2000.htm)

## Medical Records

Maintaining quality medical records either in traditional paper or electronic format is an important consideration for practicing physicians. Although the pace of change with respect to electronic medical records (EMR’s) and the electronic health record (EHR) over the past several years has been rapid, the College has updated and maintained its *Guidelines for Medical Record Keeping*:

- <http://www.cpsns.ns.ca/publications/2008-medical-record.pdf>

Not only are high quality legible medical records essential to provide quality medical care, they are invaluable tools in the provision of third party reports for your patients, providing testimony in court or if necessary responding to a College complaint. In addition, the College’s peer review process NSPAR does on occasion visit selected practices whereby a chart review is an essential component.

# Three:

## Pharmaceutical Related Information



### Pharmaceutical and Prescribing Information

The practice of pharmacy in Nova Scotia is governed by the Nova Scotia College of Pharmacists. The Nova Scotia College of Pharmacists is governed by a Council of 12 members which includes 3 appointed public members. The College of Pharmacists sets standards for the practice of pharmacy in Nova Scotia, investigates complaints and registers and licenses pharmacists.

*It is a Health Canada requirement that all prescriptions are individually signed by the prescribing physician.*

### Pharmacy Association of Nova Scotia

The Pharmacy Association of Nova Scotia (PANS) represents pharmacists in Nova Scotia. All pharmacists practicing in Nova Scotia are members of this association. The PANS website is available for public use and contains valuable information about pharmacists, health and drug information.

### Prescription Writing

It is essential that physicians who practice in Nova Scotia are able to convey prescriptions to a dispensing pharmacist that are accurate, legible and contain the correct information in a fashion that avoids misinterpretation and contains all of the essential elements including; drug name, dosage form, dispensing information and quantity to be dispensed.

In the age of electronic medical records, which can generate prescriptions legibly and with more safeguards, methods of prescription transmission are evolving. It is a Health Canada requirement that all prescriptions are individually signed by the prescribing physician. This permits prescriptions to be printed from the EMR and either signed and given to the patient or signed and faxed to the pharmacy. Methods of E-Prescribing, electronic transmissions of prescriptions directly to the receiving pharmacist's computer system are under development and ways of transmitting a physician's unique, distinct electronic signature are under development. The College of Physicians and Surgeons of Nova Scotia has utilized a prescription writing manual authored by Mary E. Macara Pharm.D of the College of Pharmacy and Department of Family Medicine at Dalhousie University. Although this document is not available electronically, the College would be happy

to provide access to it, to any legitimate MD applicant for licensure in Nova Scotia or to any of our current members. To obtain this document please email:

- [registration@cpsns.ns.ca](mailto:registration@cpsns.ns.ca)

## Nova Scotia Prescription Monitoring Program

The Nova Scotia Prescription Monitoring Program (NSPMP), established in 1992, is a government-funded program with the mandate to promote the appropriate use of and reduce the misuse and use of controlled drugs in Nova Scotia. Provincial legislation supporting the mandate of NSPMP was passed in July 2005. The College of Physicians and Surgeons of Nova Scotia is represented on the Board of Directors of the NSPMP. For further information on this program, complete information is available on the CPSNS website:

- <http://www.cpsns.ns.ca/prescription-monitoring.htm>

## Controlled Substances for the Treatment of Pain

The College of Physicians of Nova Scotia provides guidelines for the use of controlled substances in the treatment of pain:

- <http://www.cpsns.ns.ca/publications/pain-controlled-substances.htm>.

The College also provides guidelines for the use of Methadone in office-based management of chronic non-cancer pain which is available on the College website:

- <http://www.cpsns.ns.ca/publications/2006-methadone-pain-guidelines.pdf>.

## Management of Chronic Non-Malignant Pain Guidelines (1993) – The College of Physicians and Surgeons of Alberta (CPSA)

These guidelines assist physicians' decisions about appropriate care for patients who are experiencing pain. The document lists seven steps in the management of patient pain, including taking a patient's history, ruling out other possible causes, helping the patient become involved in his/her own treatment and recovery, and possibly enlisting others in a team approach. There are also eleven guidelines for opioid use to treat chronic non-malignant pain. These guidelines cover topics such as establishing an underlying medical diagnosis, learning the patient history, different combinations and treatment programs the physician may try, and the World Health Organization's own guidelines regarding the use of opioids, called the "analgesic ladder." As well, the doctor-patient agreement regarding opioid treatment, changes in the severity of pain as treatment progresses, and risks of addiction/dependence are discussed:

- [http://uat-cpsa.softworksgroup.com/Libraries/Policies\\_and\\_Guidelines/Management\\_of\\_Chronic\\_Non-Malignant.sflb.ashx](http://uat-cpsa.softworksgroup.com/Libraries/Policies_and_Guidelines/Management_of_Chronic_Non-Malignant.sflb.ashx)

## Abuse and Diversion of Controlled Substances: A Guide for Health Professionals, Canada's Drug Strategy, Health Canada (2006).

This guide for health professionals describes abuse and diversion of controlled substances. Sections on prevention, treatment, harm reduction, and enforcement of preventative measures are illustrated with real-life scenarios. Specific information on defining the problem of drug abuse and diversion, balancing benefit and risk, behavioural profiles, and methods of drug diversion are also featured along with strategies to minimize drug diversions and legal requirements. The guide includes a summary of federal laws governing controlled substances, a sample treatment contract, and controlled drug prescription records:

- <http://www.cpsns.ns.ca/abuse-diversion.pdf>

# Four:

## Skills Enhancement for New Physicians

This section provides information about medical examinations offered by the Medical Council of Canada, the College of Family Physicians of Canada, Royal College of Physicians and Surgeons of Canada, and programs available to prepare for examinations. Also included in this section are continuing professional development resources and online research resources (search tools, article indexes, evidence-based practice resources, clinical practice guidelines, e-books, e-journals) new physicians can access to enhance their medical practice.



### Examination Preparation

#### Medical Council of Canada

The Medical Council of Canada (MCC) is a national organization providing qualification for entry into medical practice:

- <http://www.mcc.ca>

The MCC maintains a registry of physicians who have passed the MCC examinations and have become a licentiate of the Medical Council of Canada (LMCC):

- [http://www.mcc.ca/en/mcc\\_docs/licentiate.shtml](http://www.mcc.ca/en/mcc_docs/licentiate.shtml)

#### Examinations

In order to obtain a full and unrestricted license to practice medicine in Nova Scotia, you must be a licentiate of the Medical Council of Canada (LMCC). Visit the MCC website for more information about the LMCC examination::

- <http://www.mcc.ca/en/exams/>

International Medical Graduates (IMGs), with the exception of U.S. medical graduates, are required to complete the Medical Council of Canada Evaluating Exam (MCCEE) before writing the MCC Qualifying Examinations:

- <http://www.mcc.ca/en/exams/ee/>

## The College of Family Physicians of Canada (CFPC) Examination

Certification in Family Medicine by the College of Family Physicians of Canada provides ease of portability of licensure to practice family medicine in any Canadian province. To be eligible to write the CFPC examinations, completion of the Medical Council of Canada Qualifying Examinations Part I and II is one requirement (please see previous section). For information on Certification in Family Medicine by the College of Family Physicians of Canada, please visit the CFPC website:

- <http://www.cfpc.ca/English/cfpc/education/examinations/examfaq/default.asp?s=1>

## Preparation Course for the Medical Council of Canada (MCC) Qualifying Examination Part II

The Office of Continuing Medical Education and Professional Development, Faculty of Medicine, University of Calgary, designed a program to help practicing IMGs prepare to take Part II, Clinical Examination, of the Medical Council of Canada Qualifying Examination. This two-day course provides an overview of the Canadian approach to physician-patient visits, an introduction to the objective structured clinical exam (OSCE) format, and a mock clinical examination:

- <http://www.cme.ucalgary.ca/>

## Clinician Assessment for Practice Program (CAPP)

The Clinician Assessment for Practice Program is a program of the College of Physicians and Surgeons of Nova Scotia. It is intended for International Medical Graduate ( IMG ) physicians who believe they are PRACTICE READY for entry into **family practice** without any additional formal residency training in Canada. The CAPP is intended to provide medical services to under-served areas of Nova Scotia as defined by the Department of Health of the Government of Nova Scotia with a return of service requirement. For information regarding this program, please visit the CAPP website:

- <http://www.capprogram.ca/faq.htm>

## Professional Development Online Resources

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### Continuing Medical Education

Continuing medical education (CME) or Continuing professional development (CPD) are learning activities for medical professionals to maintain competence and to learn about new and developing areas in their field. These learning activities are offered through formats such as onsite, online, teleconferencing, and video conferencing. Continuing medical education is considered a self-directed activity, although medical organization such as the College of Family Physicians and the Royal College of Physicians and Surgeons of Canada have continuing education requirements that must be met by their membership. The following websites offer a range of continuing education courses and programs:

- <http://cme.medicine.dal.ca/resources.htm>
- <http://www.university-cme.ca/canada/index.php>

*... learning activities for medical professionals to maintain competence and to learn about new and developing areas in their field*

### MDcme.ca

MDcme.ca is an eLearning consortium of fourteen Canadian medical schools and the College of Family Physicians of Canada. The MDcme web portal provides physicians and health professionals with accredited continuing professional development in eleven therapeutic areas and practice management tools accessible online:

- <http://www.MDcme.ca>

## Online Research Resources for Physicians

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### Electronic Bookshelf through Doctors Nova Scotia

Members of Doctors Nova Scotia enjoy access to its Electronic Bookshelf that offers free access to medical textbooks and journals. For more information contact Doctors Nova Scotia:

- <http://www.doctorsns.com>

### Canadian Medical Association (CMA)

Any CMA member can access resources on the Canadian Medical Association web site. CMA offers clinical resources, practice management tools, continuing education opportunities and much more. You will need an ID issued by the CMA to register to gain access to these restricted resources:

- <http://www.cma.ca>

### Dalhousie University Kellogg Health Sciences Library

The Kellogg Health Sciences Library at Dalhousie University has many resources available for physicians:

- <http://www.library.dal.ca/Kellogg/>

Although some of these are restricted resources are not available free online, you are welcome to come into the library to use them.

### Article Indexes

**PubMed** – a service of the U.S. National Library of Medicine that includes over 17 million citations from MEDLINE and other life science journals for biomedical articles back to the 1950s:

- <http://www.ncbi.nlm.nih.gov/PubMed>

### Evidence Based Practice Resources

**PubMed Clinical Queries** – Perform a keyword search and PubMed will apply evidence filters based on question type (therapy, diagnosis, prognosis, etc.):

- <http://www.ncbi.nlm.nih.gov/entrez/query/static/clinical.shtml>

**TRIP** – Turning Research Into Practice – allows health professionals to easily find the highest-quality material available on the web - to help support evidence based practice:

- <http://www.tripdatabase.com/index.html>

**PEDro** – Physiotherapy Evidence Database:

- <http://www.pedro.fhs.usyd.edu.au/>

**OT Seeker** – abstracts of systematic reviews and randomized controlled trials relevant to occupational therapy:

- <http://www.otseeker.com/>

**Essential Evidence Plus** – Subscription-based, searchable resource that provides evidence summaries of clinical scenarios. Includes practice guidelines, EBM guidelines, and POEMs – Patient Oriented Evidence that Matters:

- <http://www.essentialevidenceplus.com>

**Clinical Evidence (BMJ)** – describes the best available evidence from systematic reviews, randomized controlled trials, (RCTs), and observational studies:

- <http://clinicalevidence.bmj.com>

**UptoDate** – comprehensive reviews of the literature. Provides grading of evidence (some topics) and recommendations:

- <http://www.uptodate.com>

## Clinical Practice Guidelines

**Toward Optimized Practice** – Clinical practice guidelines from Alberta to help physicians meet the challenge of keeping their practices current in an environment of continually emerging evidence.

- <http://www.topalbertadoctors.org>

**National Guideline Clearinghouse** – Sponsored by the Agency for Health Care Policy and Research, American Medical Association and the American Association of Health Plans:

- <http://www.guideline.gov/>

**Agency for Healthcare Research and Quality** – from the US Department of Health and Human Services - Guidelines are listed and can also be accessed through HSTAT (Health Services Technology Assessment Text) at the National Library of Medicine:

- <http://www.ahrq.gov/clinic/cpgsix.htm>

**CMA Infobase** – Canadian Medical Association’s database of clinical practice guidelines that are produced or endorsed in Canada:

- [http://www.cma.ca/index.cfm/ci\\_id/54316/la\\_id/1.htm](http://www.cma.ca/index.cfm/ci_id/54316/la_id/1.htm)

## e-Books

**STAT!Ref** – provides access to electronic texts. This site requires a username and password for access:

- <http://www.statref.com/>

**Free Books 4 Doctors** – dedicated to the promotion of free access to medical books over the Internet:

- <http://www.freebooks4doctors.com>

**E-therapeutics** – includes access to the online CPS. This site requires a username and password for access:

- <https://www.e-therapeutics.ca/wps/portal!ut/p/.scr/Login>

**Natural Standard** – high quality, evidence-based information about complementary and alternative therapies:

- <http://www.naturalstandard.com/>

## e-Journals

**Free E-journals** – Searchable index of freely available e-journals:

- <http://mf2jx2lg4r.search.serialssolutions.com/>

**BioMed Central** – Publisher of 186 peer-reviewed open access journals:

- <http://www.biomedcentral.com/>

**Free Medical Journals** – dedicated to the promotion of free access to medical journals over the Internet:

- <http://www.freemedicaljournals.com/>

**High Wire Press**

- <http://highwire.stanford.edu/lists/freeart.dtl>

**Public Library of Science** – committed to making the world's scientific and medical literature a freely available public resource:

- <http://www.plos.org/>

**PubMed Central** – U.S. National Institutes of Health (NIH) free digital archive of biomedical and life sciences journal literature:

- <http://www.pubmedcentral.nih.gov/>

# Five: Resources

## Workers Compensation Board

The Workers Compensation Board (WCB) coordinates compensation for injured workers in Nova Scotia. Physicians are obligated to provide timely and comprehensive reports to help the WCB effectively and efficiently manage claims:

- [http://www.wcb.ns.ca/wcbns/index\\_e.aspx?DetailID=762](http://www.wcb.ns.ca/wcbns/index_e.aspx?DetailID=762)

## Infection Control in the Physicians Office (2004 edition) - College of Physicians and Surgeons of Ontario (CPSO).

This document presents guidelines for maintaining a healthy and sterile work environment for medical professionals. Detailed information is provided about routine practices (hand hygiene, personal protective equipment and handling of sharp objects), transmission-based precautions, health of personnel (immunization and testing), working environment practices, waste disposal/spill cleanup guidelines, medical instrument instructions, and Workplace Hazardous Materials Information System (WHMIS). The appendices provide information about keeping the health care environment a safe place for staff and public:

- <http://www.cpso.on.ca/policies/guidelines/default.aspx?id=1766>

## IMG Support Groups in Nova Scotia

Metropolitan Immigrant Settlement Association (MISA):

- <http://www.misa.ns.ca>

The Association of International Physicians and Surgeons of Nova Scotia:

- [http://www.ietp-ns.ca/association\\_phys.html](http://www.ietp-ns.ca/association_phys.html)

## Other Selected Library / Research Resource Web sites

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College of Physicians and Surgeons of British Columbia

- <https://www.cpsbc.ca>

Kellogg Library, Dalhousie University

- <http://www.library.dal.ca/Kellogg/>

McMaster University Health Sciences Library

- <http://hsl.mcmaster.ca/>

Isaac Walton Killiam

- <http://www.iwk.nshealth.ca/index>

College of Family Physicians of Canada

- <http://www.cfpc.ca/English/cfpc/CLFM/main/default.asp?s=1>

Memorial University Health Sciences Library

- <http://www.library.mun.ca/hsl/>

Queen Elizabeth II Health Sciences Library

- <http://www.cdha.nshealth.ca>

and select the A-Z link and look for Library, Health Sciences

National Library for Health, United Kingdom

- <http://www.library.nhs.uk/Default.aspx>

University of Ottawa Health Sciences Library

- <http://www.biblio.uottawa.ca>

United States National Library of Medicine

- <http://www.nlm.nih.gov/>

# Common Acronyms

ACLS	Acute Cardiac Life Support
ACMC	Association of Canadian Medical Colleges
AED	Automated External Defibrillator
AGM	Annual General Meeting
ALF	Annual Licensing Fee
APMPR	Atlantic Provinces Medical Peer Review
ATLS	Acute Trauma Life Support
CACMS	Committee on Accreditation of Canadian Medical Schools
CAPE	Clinicians' Assessment and Professional Enhancement (University of Manitoba)
CAPP	Clinician Assessment for Practice Program (Nova Scotia)
CaRMS	Canadian Resident Matching Service
CCFPC	Certification of the College of Family Physicians of Canada
CCHSA	Canadian Council on Health Services Accreditation
CCRA	Canada Customs and Revenue Agency
CFPC	College of Family Physicians of Canada
CIS	Customer Information Systems Research Inc.
CLEAR	Council of Licensure Enforcement and Regulation
CLEO	Consideration of the Legal, Ethical and Organizational Aspects of the Practice of Medicine
CMA	Canadian Medical Association
CME	Continuing Medical Education
CPSNS	College of Physicians and Surgeons of Nova Scotia
CQI	Continuous Quality Improvement
CRNNS	College of Registered Nurses of Nova Scotia
CSAT	Clinical Skills Assessment and Training (Newfoundland)
DMF	Delegated Medical Function
Doctors NS	Doctors Nova Scotia (was Medical Society of Nova Scotia)
DOH	Nova Scotia Department of Health
ECFMG	Educational Committee for Foreign Medical Graduates (USA)
EMS	Emergency Medical Services
FAQ	Frequently Asked Questions
FLEX	Federation Licensing Examination

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FMRAC	Federation of Medical Regulatory Authorities of Canada
FRCPSC	Fellow of the Royal College of Physicians and Surgeons of Canada (medical specialist)
FSMB	Federation of State Medical Boards (USA)
IAMRA	International Association of Medical Regulatory Authorities
IME	Independent Medical Examination
IMG	International Medical Graduate
IT	Information Technology
LCME	Liaison Committee for Medical Education (USA)
LMCC	Licentiate of the Medical Council of Canada
MAINPRO	Maintenance of Proficiency (CFPC Program)
MCC	Medical Council of Canada
MCCEE	Medical Council of Canada Evaluating Examination
MCCQE	Medical Council of Canada Qualifying Examination
MCERT	Maintenance of Certification (RCPSC Program)
MCQE	Multiple Choice Question Examination
MINC	Medical Identification Number for Canada
MLA	Medical Licensing Authority
MOCOMP	Maintenance of Competence (RCPSC Program)
MSI	Medical Service Insurance
MSNS	Medical Society of Nova Scotia (now Doctors Nova Scotia)
NBME US	National Board of Medical Examiners of the US
NSPAR	Nova Scotia Physician Achievement Review
NSCP	Nova Scotia College of Pharmacists
OSCE	Objective Structured Clinical Examination
P&P	Policies and Procedures
PARI-MP	Professional Association of Residents in the Maritime Provinces
PDCA	Plan Do Check Act (Cycle)
PMANS	Prescription Monitoring Program of Nova Scotia
PMB	Provincial Medical Board
PMP	Nova Scotia Prescription Monitoring Program
R&D	Research and Development
RCPSC	Royal College of Physicians and Surgeons of Canada
RFP	Request for Proposal
SC	Shared Competency
T&D	Training and Development
USMLE	United States Medical Licensing Examination
WCB	Workers Compensation Board (NS)

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# Feedback

As part of its ongoing quality improvement initiative, the College of Physicians and Surgeons of Nova Scotia would like to hear from you regarding the Orientation Guide by taking a few moments to complete and submit an evaluation form, you will assist us to find ways to improve this service.

## Evaluation Form

- [Please fill out the Evaluation Form and SUBMIT.](#)
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