

**INQUIRY COMMITTEE
RECORD OF DECISION**

File Reference: DH1488

ELEMENTS OF COMPLAINT

On November 5, 2014, the College was made aware that a Registrant failed to immediately notify the Registrar of any changes to his/her contact information as required under section 49 of the College bylaws.

The CDHBC Inquiry Committee initiated an investigation under s. 33(4)(a) of the *Health Professions Act*, R.S.B.C. 1996, c. 183 (the "Act") with respect to the Registrant to determine if the Registrant had failed to immediately notify the Registrar of any changes to his/her contact information as required under section 49 of the College bylaws.

On November 6, 2014, the CDHBC Registrar notified the Registrant of the investigation and requested the Registrant's response to the investigation, in accordance with s. 33(5) of the Act.

The Registrant provided a written response in which (s)he acknowledged not having provided the College with his/her current contact information. The Registrant apologized for any inconvenience caused by his/her failure to update his/her current contact information.

COMMITTEE DECISION

At the conclusion of the investigation, the Inquiry Committee determined that the evidence established that the Registrant had failed to immediately notify the Registrar of any changes to his/her contact information as required under section 49 of the College bylaws.

In accordance with section 36 of the *Health Professions Act*, the Inquiry Committee and the Registrant agree that the appropriate remedial action is a consent order pursuant to ss. 36(1)(a) and (d) of the Act requiring the Registrant to undertake not to repeat the conduct of failing immediately notify the College of any changes to his/her contact information as required under s. 49 of the College bylaws, to undertake to notify the College in advance of any changes to his/her business contact information by logging into his/her Personal Profile on the College's website and entering the new contact information, to review and thoroughly familiarize him/herself with requirements set out in the CDHBC Registrant's Handbook, to successfully complete the JEM within ten days of signing the consent order, and to maintain regular contact with the College by checking at the beginning of each month for email communications from the College and to contact the College in writing if (s)he has not received email communication from the College within the preceding thirty (30) day period.

RELEVANT PROVISION OF ACT, REGULATION OR BYLAWS

Act, section 33(4); 33(5); 33(6)(a) Bylaws, 47(1); Regulation, 3 and 5(a)

STATUS

Closed.