



Practice Direction

Termination of Independent Practice

Approved by CRPNM Board of Directors
September 2016

Termination of Independent Practice

Storage and Disposal of Health Records



Background

Practice directions set out requirements related to specific aspects of registered psychiatric nursing practice and provide more detailed information related to the *Registered Psychiatric Nurses Act*, the *Registered Psychiatric Nurse Regulation*, other relevant legislation, the *Standards of Psychiatric Nursing Practice* and the *CRPNM Code of Ethics*.

The intent of this practice direction is to define the expectations for Registered Psychiatric Nurses (RPNs) who are considered trustees of personal health information under *Manitoba's Personal Health Information Act* (PHIA) and who are terminating or relocating

their practice. Most often these are RPNs who are in independent practice. If you are unsure if you are a trustee of personal health information, please contact the CRPNM Practice Consultant to assist you.

Bill 30, the Regulated Health Professions Amendment and Personal Health Information Amendment Act (2012), sets out specific requirements for the storage and disposal of health records to ensure that health records are not abandoned or at risk of being abandoned. The Province of Manitoba may impose a fine of up to \$50,000 if a practitioner abandons health records or specimens.

Practice Direction

All Registered Psychiatric Nurses who are in independent practice must be familiar with the *Guidelines for Independent Practice* and the requirements for documentation and record keeping. Additionally, RPNs in independent practice who are planning on relocating their practice, taking a leave of absence, or closing their practice, must ensure a plan for the storage and/or disposal of health records. RPNs must also provide evidence of notification to clients about the relocation, leave of absence or closing of a practice and information about how clients can access their personal health records.

Practice Expectations

1. The member must notify the following when the practice is to be relocated, closed, or if the member takes a leave of absence:
 - a. The College of Registered Psychiatric Nurses of Manitoba;
 - b. Patients/Clients; and,
 - c. Colleagues (to which referring and consulting takes place).
2. Unless a member is leaving a practice due to illness or other urgent circumstances, each of the above must be notified, in writing, at least thirty (30) days prior to the relocation, closure or leave of absence.
3. The member must ensure the secure storage of any patient/client records for the remainder of the retention period required by the College, which is a minimum of ten (10) years.
4. The member must ensure the destruction of the information in accordance with *The Personal Health Information Act*.
5. The member must either:
 - a. Ensure that patients/clients will have a reasonable opportunity to obtain copies of their records as required under *The Personal Health Information Act*, or;
 - b. transfer the records to another regulated member, health care professional or a trustee designated by the patient.
6. The member must provide the College with:
 - a. a copy of the notice provided to patients/clients;
 - b. information about how the notice was provided to patients/clients; and
 - c. a description of the arrangements that have been made for protecting, securely storing or disposing information about how patients/clients can access their records.

Contact the Practice Consultant

204-888-4841 (Ext 4)
crpnm@crpnm.mb.ca

This publication is available in alternate formats on request

REFERENCES

College of Physicians and Surgeons of Manitoba. (2013). *Closing Medical Practice & Ending Patient Relationships*. Winnipeg: Author
Registered Psychiatric Nurses of Canada. (2008). *Guidelines for Registered Psychiatric Nurses in Independent Practice*. Edmonton: Author
Regulated Health Professions Act (2009). Retrieved from the Government of Manitoba website: <https://web2.gov.mb.ca/laws/statutes/2009/c01509e.php>
Regulated Health Professions Amendment and Personal Health Information Amendment Act (2012). Retrieved from the Government of Manitoba website: <http://web2.gov.mb.ca/bills/40-1/b030e.php>



THE COLLEGE OF

REGISTERED PSYCHIATRIC NURSES of MANITOBA

1854 Portage Avenue, Winnipeg, Manitoba Canada R3J 0G9
T 204 888-4841 / F 204 888-8638
crpnm@crpnm.mb.ca / www.crpnm.mb.ca