



2019
STATUTORY BOARD
SELF-ASSESSMENT
REPORT

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Published by:

Bermuda Health Council (August 2020)
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Reference as:

Bermuda Health Council (2020). Statutory Boards Self-Assessment Report. Bermuda Health Council: Bermuda.

Printed by:

Bermuda Health Council



STATUTORY BOARD SELF-ASSESSMENT REPORT

For the period 1st September 2018 - 31st August 2019

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STATUTORY BOARDS REPORT 2018

AUTHORITY

Per Section 5 (d) of the BERMUDA HEALTH COUNCIL ACT 2004, the Health Council assesses the extent to which Statutory Boards¹, for health professionals, meet their legislated obligations.

SUMMARY

- ❖ *There has been an increase in active registered health professionals year over year since 2016.*
- ❖ *Reported lawsuits against registered health professions continue to remain low, with none during this reporting period.*
- ❖ *A purpose-built facility has been outfitted for use by the Statutory Boards, giving them access to both physical and technological resources.*
- ❖ *The effects of COVID-19 on the island's health professionals will be discussed in 2020's report.*

BACKGROUND

To assure public safety and enhance the delivery of health services, the Health Council asks that all Statutory Boards, for regulated health professionals², report annually on: complaints, Board composition, professional registration, and continuing education. This process encourages transparency and the development of uniform standards. This report presents a summary of the information submitted.

METHODOLOGY

In 2013, the Health Council began requesting information from Statutory Boards per Section 5 (d) of the Bermuda Health Council Act 2004. The information was submitted using the *Self-Assessment Report Form* found in Appendix 3. The *Self-Assessment Report Form* was updated and digitized in 2018 to reflect changes discussed between Statutory Boards and the Health Council.

For this report, the Statutory Boards were asked to complete the form, and provide reflections on the requested period, **1st September 2018 to 31st August 2019**. They were then to return their comments to the Health Council by **6th February 2019**. Appendix 1 gives the date the completed forms were received by the Council. Following the review of submissions, the Health Council contacted Boards to request additional information where necessary. The data was then recorded electronically and compared across professions.

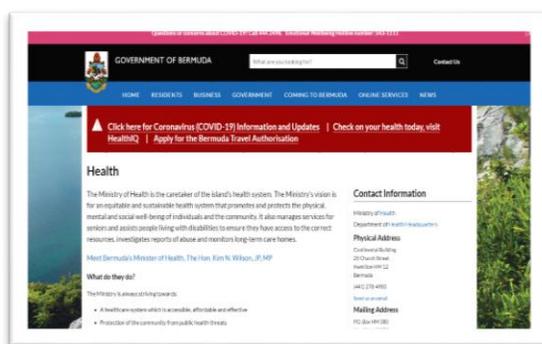
¹ Statutory Boards are the boards and councils, appointed by the Minister of Health, to represent legally recognized health professions.

² Regulated health professions are those who are required to verify their training and qualifications with a Statutory Board that is appointed by the Minister of Health; there are registration requirements and legislation to protect the profession.

RESULTS

1. SUBMISSIONS

Completed *Self-Assessment Report Forms* were submitted by all Statutory Boards on behalf of the 23 eligible professions. Up-to-date professional registers were requested by the Health Council at the beginning of 2020. This year, the Health Council compiled and gazetted the Dental Practitioners and the Optometrists & Opticians registers.



These registers and other professional documents, (e.g. application guides, Board composition, and Standards of Practice) are available on the Health Council and Ministry of Health websites www.bhec.bm and www.gov.bm, respectively. These sites are updated periodically as a public service, and promote informed decision making. As of this publication, professional registers are available online, with updates scheduled for after the professional re-registration processes have been completed.

2. BOARD ADMINISTRATION

Statutory Boards have between four and twelve members, seven members on average, that oversee the operation of each profession. This legislative oversight includes, but is not limited to, the following functions: 1) promote the interests of the profession, 2) establish a code of conduct and professional standards of practice, 3) direct the registration process, 4) handle complaints and exercise disciplinary control, 5) prescribe the qualifications and practical experience required for registration, and 6) outline the continuing education requirements for registration.

Statutory Board membership eligibility is outlined by each profession's Act, with membership typically comprising of very experienced and respected members of a profession. The process of "appointing" a Board can be found in Appendix 2. The longest currently serving Statutory Board member was appointed to the Board of Medical Laboratory Technologists before the 1990s. However, membership is not stagnant, as there have been four Councils and Boards with new members appointed in 2019.

The Council for Allied Health Professions is different from a typical Statutory Board. It is comprised of one member from each of the nine sub-boards, representing each profession included under the umbrella of allied health professions. Each of these sub-boards is legislated to have four members, with chairpersons appointed by the Minister. Additional members are to be added to the Council for Allied Health Professionals, as new boards will be created for social workers, acupuncturist, massage therapist, councillors, and chiropractors.

A complete listing of each Statutory Board’s membership is gazetted annually by the Ministry of Health. This information is also available on the [Ministry of Health](#) and [Health Council’s](#) website. Further information regarding Statutory Board composition can be found in Appendix 2.

In the past, administrative support for the majority of Statutory Boards was provided by the Office of the Chief Medical Officer (OCMO). However, during this reporting period, that function was transferred to the Health Council. Official legislated enshrinement is pending. The OCMO will continue to provide support services to the Bermuda Medical Council. The Bermuda Nursing and Midwifery Council will continue to operate independently, with one part-time staff member handling administration and reporting functions to the Ministry of Health.

Statutory Board membership is voluntary, with most participants donating their personal time and effort to fulfil the legislated duties. The government does provide a stipend to Board members, per the Governance Fees Act. The stipend amounts to \$50 for Board members, and \$100 for Board chairs per meeting.

3. PROFESSIONAL REGISTRATION

3.1. Registration Requirements

There are member registration requirements that are consistent for every Statutory Board, including:

- Application Fee³
- Application Form
- Curriculum Vitae/Resume
- Professional Qualifications

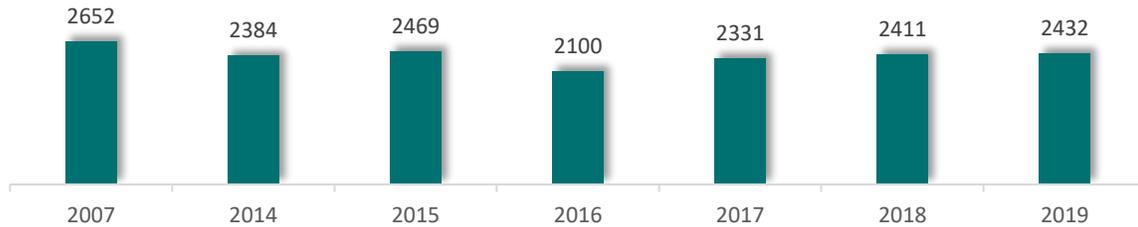
Additional requirements may including:

<i>Attestation Statement</i>	<i>Marriage Certificate</i>
<i>Bermudian Status or Residency</i>	<i>Passport Copy/Photo</i>
<i>Birth Certificate</i>	<i>Police Vetting</i>
<i>Character Reference</i>	<i>Proof of Previous Professional Development</i>
<i>Cardiopulmonary Resuscitation Certificate</i>	<i>Regulatory Body License</i>
<i>No Criminal Convictions</i>	<i>Regulatory Body Reference</i>
<i>Employment Letter</i>	<i>Professional Association Membership</i>
<i>English Proficiency (TOEFL/IELTS)</i>	<i>Professional Reference</i>
<i>Information Release Consent</i>	<i>Overseas Board Exam</i>
<i>Job Offer Letter</i>	<i>Work Experience</i>
<i>Malpractice Insurance</i>	

Chart 1 illustrates the number of health professionals registered for the last six years. Chart 2 demonstrates the distribution of professionals by title. Data from 2007 is included as a comparison, although this data was obtained manually from historical records.

³ Application fees are legislated under the Government Fees Regulations 1970, and range from \$135 - \$645.

Chart 1 – Total Number of Registered Health Professionals



*2016 does not include the register of all dental professionals

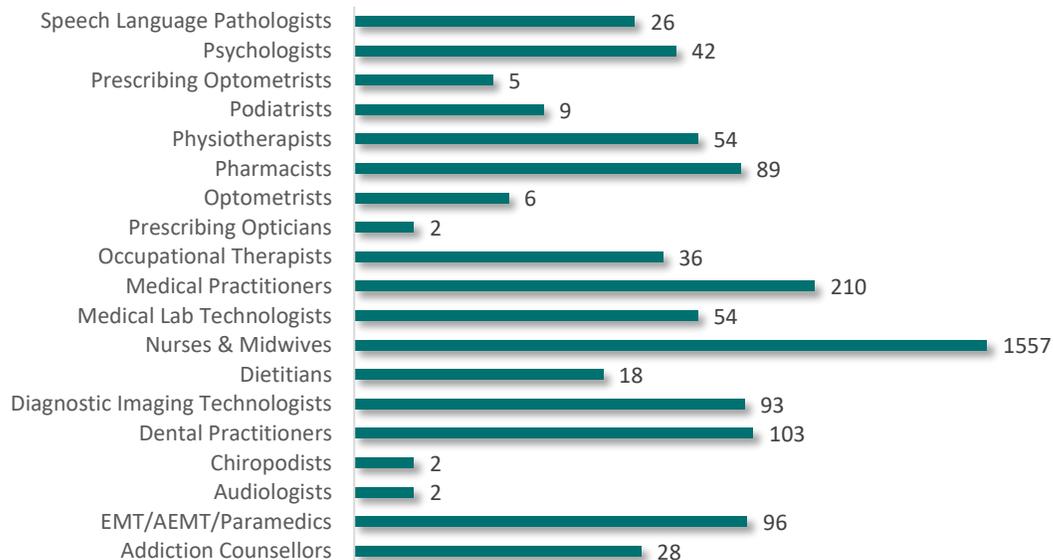
3.2. Professional Registers

Professional registers include the registrant’s name and professional identification number, with the exception of the nursing and midwifery register, who do not publish the profession identification numbers due to privacy concerns. Each register is gazetted annually⁴ and is available publicly via the Bermuda Health Council website, www.bhec.bm, and Bermuda Government portal, www.gov.bm.

All Statutory Boards collect information regarding criminal convictions, and note the initial entry of a professional on to a register. The Bermuda Dental Board, Bermuda Nursing and Midwifery Council, Bermuda Medical Council, and Council for Allied Health Professions collect information on a registrant’s employment status, clinical specialty, and any sub-specialties. This information may not be included on the gazetted register for some Statutory Boards, but is available to the public if requested.

Professionals whose registration have lapsed are given a five to ten year grace period for registration renewal; meaning the professionals would not have to resubmit original documents to the Statutory Board.

Chart 2 – Distribution of Registered Health Professionals 2017



⁴ BNMC publish notice of the places where copies of the register are available for public inspection

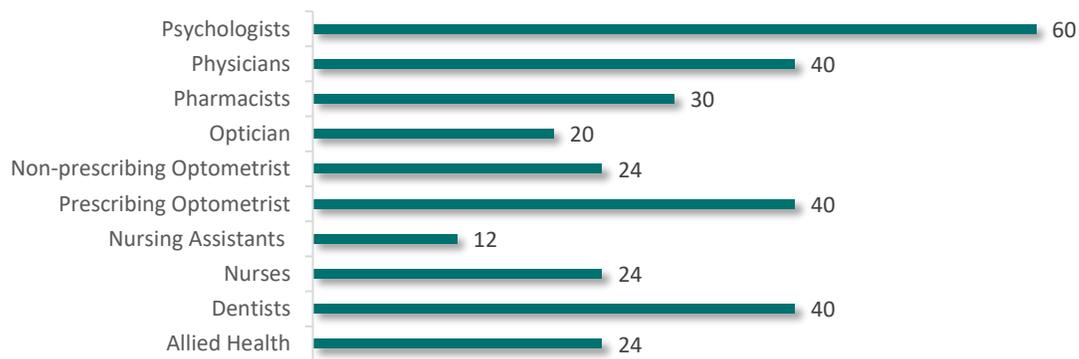
3.3. Registration Exams

Three professions require applicants to pass locally administered exams prior to registration, namely: dentists, pharmacists, and addiction counsellors. Pharmacists' have five members on their exam committee. Membership is voluntary, with the exam's chairperson appointed by the Pharmacy Council. The Bermuda Addiction Certification Board, an external three-person unpaid entity, facilitates examinations for addiction councillors. Pharmacists and dental professionals do not have written policies directing the conduct, nature, or scope of their registration exam.

3.4. Continuing Education

To be eligible for re-registration, all professions must accrue Continuing Education Units (CEUs). This is a legal requirement that: 1) helps to ensure professionals keep skills and training current, 2) enhances public confidence in health services, and 3) promotes best practice. Chart 3 illustrates the number of CEUs required by the various professions during a typical two-year re-registration cycle.

Chart 3 – Required CEUs for Registered Health Professionals⁵



**Advance practice and specialist nurses must have: six CEUs in their speciality & six CEUs in pharmacology*

*** The psychologist requirement is split over a three-year registration cycle*

The CEUs submitted by registrants are audited by their governing Council or Board. Each Statutory Board assesses the appropriateness of the submissions, ensuring that the learning is relevant to professional competencies. However, there are three Statutory Boards that do not assess every CEU submission: the Bermuda Dental Board, the Bermuda Medical Council, and the Bermuda Pharmacy Council.

- The Bermuda Dental Board aims to conduct approximately ten to fifteen randomized audits per year, equating to roughly thirty percent of total applicants for re-registration. During this current reporting period, eleven audits were conducted.
- The Bermuda Medical Council audits thirty-three percent of re-registration files to verify CME⁶ credits. They are selected in advance, randomly by computer, and the selected physicians are notified at re-registration. During the time reviewed, there were no audits conducted, as this is not a re-registration period.

⁵ One CEU unit = 1 contact hour. This does not include meals or breaks.

⁶ Continuing Medical Education; is a specific form of continuing education related to physician practice.

- The Bermuda Pharmacy Council audited fifteen CEU submissions during this monitoring period, equalling to seventeen percent of their total submissions for re-registration.

Five Statutory Boards have required topics that must be covered in CEU submissions. This mandate is to increase the meaningfulness of the CEU requirement for re-registration. Required topics include, but are not limited to: pharmacology, clinical ethics, supervision, and evidence-based practice. However, even if a Statutory Board does not require specific topics of study, all submitted CEUs must be relevant to the profession in some way.

3.5. Required Work Hours & Training

There are nine Statutory Boards who require a minimum number of work hours, per year, to be eligible for registration. The Board of Speech-Language Pathologists, Pharmacy Council, Board of Chiropractors, Bermuda Medical Council, Bermuda Dental Board, and Medical Laboratory Technologists Board require one hundred hours, while the Board of Addiction Counsellors require three hundred hours, and the Optometrists and Opticians Council require forty hours. Alternatively, the Bermuda Psychologists Council requires registrants to have one thousand work hours for registration eligibility.

In addition to qualifications and work experience, some professions also require specific specialized training to be eligible for registration. This training requirement may span the entirety of the profession, only refer to specific procedures, or apply to a subset or sub-specialty of a profession. Of the Statutory Boards assessed, eight professions require some form of specialized training. The requirement varies greatly between the professions, requiring: one to nine hundred hours of clinical supervision, documented proof of specific core competencies, or fellowships/residency requirements. Two Statutory Boards mandate procedure specific training before professionals may provide identified services.

4. COMPLAINTS AND LEGAL ACTIONS

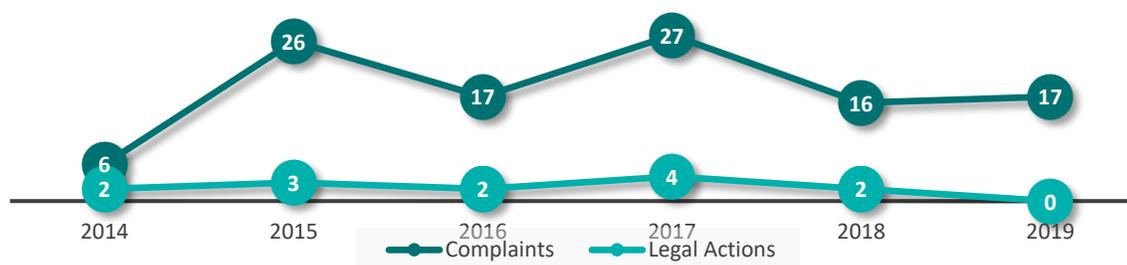
Statutory Boards were asked to report on the number of complaints and legal actions involving professionals during the reporting period. There were seventeen reported complaints made against professionals registered with three Statutory Boards. No legal actions were reported. Further information on complaints can be found in Table 1.

Table 1 – Number of complaints between 2009 and 2019

Statutory Board	Profession	Number of Complaints							
		2019	2018	2017	2016	2015	2014	2013	2012 - 2009
Bermuda Medical Council	Physicians	8	5	14	9	10	3	19	10
Bermuda Nursing and Midwifery Council	Midwives	0	0	1	0	0	0	0	0
Bermuda Nursing and Midwifery Council	Nurses	8	6	4	3	1	0	0	19
Bermuda Dental Board	Dental Practitioners	1	5	4	3	5	2	0	6
Council for Allied Health Professions	Addiction Counsellors	0	0	1	1	0	0	0	0
Council for Allied Health Professions	Speech-Language Pathologists	0	0	1	0	0	0	0	1
Council for Allied Health Professions	Emergency Medical Services Practitioners	0	0	2	0	0	0	0	0
Council for Allied Health Professions	Physiotherapists	0	0	0	0	0	0	0	2
Psychologists Registration Council	Psychologists	0	0	0	0	6	1	14	13
Pharmacy Council	Pharmacists	0	0	0	0	0	0	0	2
Total Complaints		17	16	27	16	22	6	33	51

Chart 4 summarizes the year-over-year changes in complaints and legal actions reported by the Statutory Boards between 2014 and 2019. Generally, there are few legal actions, and complaints vary with limited discernable patterns.

Chart 4 – Year over year change in the number of complaints and legal action reported



5. COMPLAINTS HANDLING AND DISCIPLINARY PROCESSES

Fourteen Statutory Boards have a Professional Conduct Committee (PCC), with the majority having established guidelines for complaint handling. Only two Statutory Boards do not have written internal policies for handling community complaints and disciplinary actions, with only one Board yet to establish an active PCC.

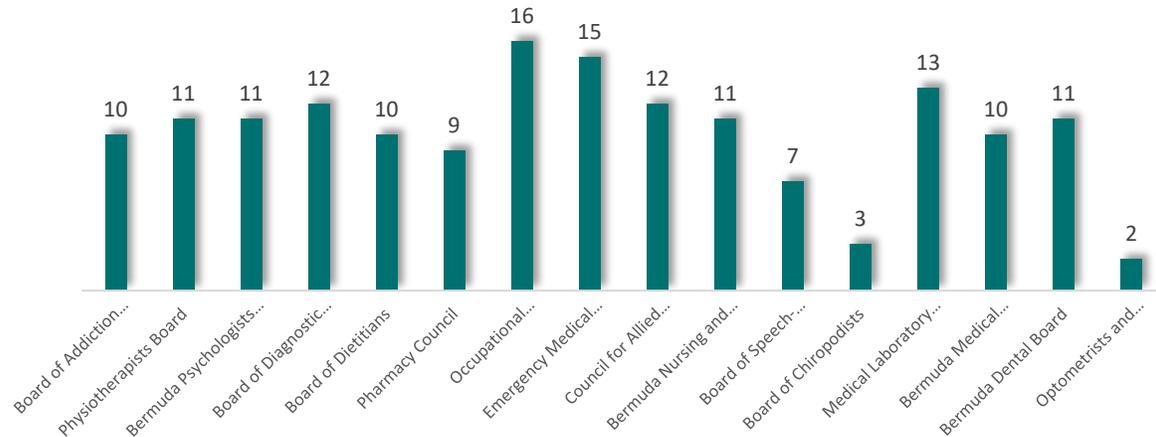
During the reporting period, three Statutory Boards requested to have professionals removed from their register, the Optometrists and Opticians Council, Bermuda Nursing and Midwifery Council, and

Board of Speech-Language Pathologists. One professional was removed after a criminal conviction, while all other removed professionals either did not apply for re-registration, left the island, or retired.

6. BOARD ADMINISTRATION

Chart 5 details the number of meetings held during the reporting period, as indicated by the Statutory Boards. PCC meetings are not commented on, or recorded in this report.

Chart 5 – Number of Statutory Board meetings held between September 2018 and August 2019



Statutory Boards typically held monthly meetings, averaging ten meetings per year. The number of meetings may correlate with the number of practicing professionals, and the number of complaints received. However, all Statutory Boards are tasked with meeting as often as is necessary to carry out the functions under their Act. As shown in Chart 5, the Board of Occupational Therapists and the Board of Physiotherapists held the most meetings during this reporting period, while the Board of Chiroprapists/Podiatrists and Optometrists and Opticians Council held the fewest.

All Boards reported that minutes were taken during each meeting. These minutes are submitted to the OCMO annually; with the exception of the Bermuda Psychologists Council and the Nursing and Midwifery Council who hold their minute's internally.

HEALTH COUNCIL OBSERVATIONS AND COMMENTS

7. PARTNERSHIPS AND COLLABORATION OPPORTUNITIES

The Health Council asked the Statutory Boards to provide details of initiatives or concerns they wish assistance with.

- The Statutory Boards have requested additional registration support. This support includes: assistance vetting qualifications from unfamiliar jurisdictions, legal support for denial criteria, confirming document portability, and help to procure outstanding information. Additionally, the Boards would like aid in investigations, disciplinary processes, and monitoring of professional scope.
- There is a need for professional aids, assistants, specialist and other professional subcategories to be included in regulation under an appropriate professional legislation. Specific titles like respiratory therapist, recreational therapists, physician assistants, pharmacy technicians, and

others have had limited utilization, as they lack locally recognized scopes of practice. The limited oversight of these unregulated professionals could also present a danger to public safety.

- Boards have requested additional resources to effectively perform their functions. The request includes, but is not limited to telephone and voicemail systems, physical mailboxes, email accounts, meeting spaces, registration and database software, accounting and online fee payment systems, and document storage.
- Further ICD10 training is needed to ensure proper coding, and maintain the quality of health system data collection.

CONCLUSION

Overall, the Statutory Boards Self-Assessment Report indicates that the Statutory Boards are compliant with their existing legislations. Boards have the required documents and policies needed to conduct their registration processes. There are policies and processes in place addressing continuing education, registration exams, scope of practice, Board and committee appointments, public transparency, and complaint handling.

During the reporting period, a number of programs have been aimed at improving the function and effectiveness of the Statutory Boards. The OCMO implemented an electronic registration system, Cactus, throughout the majority of the health system. This work was done in partnership with the Bermuda Hospitals Board, and has improved the efficiency of registration and re-registration.



The Ministry of Health has been working to standardize the various health professional legislations. They have identified the following areas for update: regulatory functions, documentation, appointments, reporting, and complaint handling.



The Health Council has taken on the administrative function, in full, for the Bermuda Dental Board and the Optometrists & Opticians Council. Preparations are being made to receive the remaining Boards, with the exception of the Bermuda Medical Council and the Bermuda Nursing and Midwifery Council. The Health Council has also begun the process of amending its legislation to enable the online collection of registration fees and payments. During this reporting period, the Council completed a purpose-built facility to be used by the Statutory Boards. Among its functions, the facility will allow greater capacity for meetings, document storage, and dedicated workstations.

Finally, each Statutory Board has exhibited a willingness to provide the clinical and technical expertise when called upon by the island's various health system stakeholders. The Boards have continued to advocate for the changes they see as vital to the continued success of Bermuda's health system. The Bermuda Health Council will continue to support these efforts.

For additional information about the Bermuda Health Council's role, and its activities in the health system, please access our website: www.bhec.bm, or contact us via our social media: [Twitter](#), [Facebook](#), & [Instagram](#). The following reading materials are suggested by the Health Council. They outline the Council's latest efforts to improve the quality of Bermuda's health services:

1. [2018 Statutory Boards Self-Assessment Report](#)
2. [2018-2019 Annual Report](#)
3. [2018 National Health Accounts](#)
4. [Innovation in Hospital Financing](#)

Appendix 1 – Eligible Professions

**Eligible professions are those with appointed regulatory Boards and registration standards.*

ELIGIBLE PROFESSIONS		STATUTORY BOARDS	FORM SUBMISSION DATE
1.	Addiction Counsellors	Council for Allied Health Professions	13-Jan-20
2.	Audiologists	Council for Allied Health Professions	<i>Not Requested</i>
3.	Chiropodists/Podiatrists	Council for Allied Health Professions	11-Jun-20
4.	Diagnostic Imaging Technicians	Council for Allied Health Professions	24-Jan-20
5.	Dietitians	Council for Allied Health Professions	24-Jan-20
6.	Emergency Medical Services Practitioners	Council for Allied Health Professions	28-Jan-20
7.	Medical Lab Technologists	Council for Allied Health Professions	15-Jun-20
8.	Occupational Therapists	Council for Allied Health Professions	27-Jan-20
9.	Physiotherapists	Council for Allied Health Professions	15-Jan-20
10.	Speech-Language Pathologists	Council for Allied Health Professions	11-Mar-20
11.	Dentists	Dental Board	18-Jun-2020
12.	Dental Assistants	Dental Board	
13.	Dental Hygienists	Dental Board	
14.	Dental Technicians	Dental Board	
15.	Physicians	Medical Council	27-Feb-20
16.	Registered Nurses	Nursing Council	
17.	Nurse Associates	Nursing Council	
18.	Nurse Specialists	Nursing Council	
19.	Advanced Practice Nurses	Nursing Council	
20.	Midwives	Nursing Council	21-Jun-2020
21.	Optometrists	Optometrists & Opticians Council	
22.	Pharmacists	Pharmacy Council	
23.	Psychologists	Psychologists Council	17-Jan-20

Appendix 2 – Statutory Board Composition & Appointment

STATUTORY BOARDS	# OF MEMBERS		LONGEST TENURE	SHORTEST TENURE	TERM	LIMITS	APPOINTMENT DETAILS
	Law	Actual					
1. Council for Allied Health Professions	11 ⁷	11	9 yrs	2 yrs	1 yr	None	<i>The Minister appoints the Council's chairperson, Bermuda Medical Council representative, and legal aid. Each sub-Board elects a member to represent their Board.</i>
2. Addiction Counsellors	4	4	7 yrs	7 yrs	1 yr	None	<i>The Minister appoints the Board's chairperson, and the professions hold elections for three additional Board members.</i>
3. Chiropodists Podiatrists	4	4	21 yrs	4 yrs	1 yr	None	<i>The Minister appoints the Board's chairperson, and the professions hold elections for three additional Board members.</i>
4. Emergency Medical Servies	4	4	4 yrs	3 yrs	1 yr	None	<i>The Minister appoints the Board's chairperson, and the professions hold elections for three additional Board members.</i>
5. Diagnostic Imaging Technicians	4	4	21 yrs	6 yrs	1 yr	None	<i>The Minister appoints the Board's chairperson, and the professions hold elections for three additional Board members.</i>
6. Dietitians	4	4	15 yrs	5 yrs	1 yr	None	<i>The Minister appoints the Board's chairperson, and the professions hold elections for three additional Board members.</i>
7. Medical Laboratory Technologist*	4	4	29 yrs	1 yrs	1 yr	None	<i>The Minister appoints the Board's chairperson, and the professions hold elections for three additional Board members.</i>
8. Occupational Therapists	4	6	11 yrs	2 yrs	1 yr	None	<i>The Minister appoints the Board's chairperson, and the professions hold elections for three additional Board members.</i>
9. Physiotherapists	4	4	9 yrs	2 yrs	1 yr	None	<i>The Minister appoints the Board's chairperson, and the professions hold elections for three additional Board members.</i>
10. Speech-Language Pathologists	4	4	7 yrs	2 yrs	1 yr	None	<i>The Minister appoints the Board's chairperson, and the professions hold elections for three additional Board members.</i>
11. Dental Board	7	7	7 yrs	1 yr	3 yrs	None	<i>The Minister appoints the Board's Chairperson, legal aid, three registered dentist, and one representative each from both the Bermuda Dental and Bermuda Hygienist associations. The Senior Dental Officer is an ex officio member of the Board.</i>

⁷ The number of Council members correlates to the number of Professional Boards the Council oversees.

12.	Nursing and Midwifery Council *	10	9	24 yrs	2 yrs	3 yrs	3 Max	<i>The Minister appoints a representative for advance practice nurses, midwives, and legal aid. Two members are elected by the general nursing professionals, one member is elected by a nurse specialist, one member is elected by the nursing associates, one member is a medical practitioner appointed by the Bermuda Medical Doctors Association, and one member is appointed by the nursing association. The Chief Nursing Officer is an ex officio member.</i>
13.	Optometrists & Opticians Council	5	5	-	-	3 yrs	None	<i>The Minister appoints the Council chairperson, three optometrists, and an optician.</i>
14.	Pharmacy Council	7	9	10 yrs	1 yr	1 yr	None	<i>The Minister appoints the Council chairperson, an association representative, and a medical practitioner. The remaining four Council members are elected by a registered pharmacist.</i>
15.	Medical Council	7	7	7 yrs	1 yr	3 yrs	3 Max	<i>The Minister appoints two registered medical practitioners, two persons for legal aid, and two representatives from the BMDA. The Chief Medical Officer will be ex officio on the Council.</i>
16.	Psychologists Council	5	8	6 yrs	1 yr	3 yrs	3 Max	<i>The Minister appoints two representatives from the BPA, two nominated by the Council, and one legal aid. From this number, the Minister may select a Chairperson.</i>

Self-Assessment Report Form

This self-assessment reports on the elements of regulation, as identified by the legislation governing the profession, and should be completed by each statutory body.

To ensure the protection of requested information and to preserve any confidentiality necessary, it is agreed that:

- The information to be disclosed by each statutory body can be described as and includes: Electronic and physical data files containing statutory body information deemed to be a key deliverable in reporting information to assess the level of compliance with professional registration pursuant to Section 5 (d) of the Bermuda Health Council Act 2004.

- The Recipient (Bermuda Health Council) agrees not to disclose any identifying information in respect of individual practitioners obtained from each statutory body.

- The project will be managed by the Health Council whose staff will be the only other parties to view the information.

- A summary report will be released on the Health Council's website (www.bhec.bm).

The Self-assessment Report Form was adapted from the OECD Request for Assistance Form. The OECD uses the form to assist nations in exchanging private information across borders and can be accessed at www.oecd.org/dataoecd/43/58/38772442.doc.

* Required

1. Email address *

CONTACT DETAILS

2. Statutory Body Name *

Mark only one oval.

- Bermuda Dental Board
- Bermuda Medical Council
- Bermuda Nursing and Midwifery Council
- Bermuda Psychologists Council
- Board of Speech-Language Pathologists
- Board of Addiction Counsellors
- Board of Diagnostic Imaging Technologists
- Board of Dietitians
- Board of Chiropodists
- Council for Allied Health Professionals
- Emergency Medical Technicians Board
- Medical Laboratory Technologists Board
- Occupational Therapists Board
- Optometrists and Opticians Council
- Pharmacy Council
- Physiotherapists Board

3. Submitted by: First Name *

4. Submitted by: Last Name *

5. Submitted by: Board Role *

6. Contact Number *

The following questions are related to the appointment and composition of the Statutory Body.

THE STATUTORY BODY

7. Please list each Board member serving during the Sept 2018 to Aug 2019 period. Include their professional qualifications, position on the Board, and the year they were appointed. *

Please place each entry on a new line by pressing "Enter".

8. Give the number of meetings held between Sept 2018 and Aug 2019 *

9. Was each meeting minuted? *

Mark only one oval.

Yes

No

10. Are the meeting minutes available to the public? *

Mark only one oval.

Yes

No

11. If so, where are they kept?

REGISTRATION APPLICATION

The following questions are related to the application for registration required by the Statutory Body, and the supporting documents submitted with each application form.

12. Please check all documents required for new registrations? *

Check all that apply.

- Application Fee
- Application Form
- Birth Certificate
- Character Reference
- Curriculum Vitae or Resume
- Employment Letter
- Passport Photo
- Police Report
- Previous Regulatory Body License
- Previous Regulatory Body Reference
- Professional Reference
- Proof of Malpractice Insurance
- Proof of Qualifications
- Proof of Work Experience

13. If other documents are required, please list.

PROFESSIONAL REGISTER

The following questions pertain to the administration of the Statutory Body's Professionals Register.

14. Please, indicate which of the following information is included on your body's register. *

Please check all that apply.

Check all that apply.

- Full Name
- Status
- Employment Address
- Qualifications
- Specialty/Sub-Specialty
- Register Entry Date

15. Are applicants obligated to disclose criminal convictions? *

Mark only one oval.

- Yes
- No

16. Is a certificate of registration given to each applicant? *

Mark only one oval.

Yes

No

17. Is the register open to inspection by the public during office hours? *

Mark only one oval.

Yes

No

18. If so, where?

The following questions refer to any examinations required for Board registration.

REGISTRATION EXAMINATION

19. Are applicants required to have passed an overseas board exam? *

Mark only one oval.

Yes

No

20. Is a local examination required for registration? *

Mark only one oval.

Yes

No *Skip to question 26*

REGISTRATION EXAMINATION (Cont'd)

21. How many members sit on the Examination Committee?

22. Are members appointed by the Board?

Mark only one oval.

Yes

No

23. If not, how are they appointed?

24. Are there written regulations for the conduct, nature, and scope of the exam?

Mark only one oval.

Yes

No

25. Are Examination Committee members paid?

Mark only one oval.

Yes

No

CONTINUING EDUCATION

The following questions refer to any and all professional development requirements needed to maintain registration.

26. Is continuing education (CE) required for professional registration? *

Mark only one oval.

Yes

No

27. How many CE hours are required? *

28. Are all CE hours submitted reviewed or verified by the board? *

Mark only one oval.

Yes

No

29. If all submissions are not reviewed, are periodic audits conducted? *

Mark only one oval.

Yes

No

30. How many audits have been conducted during this period? *

31. Are specific CE topics required for registration? *

Mark only one oval.

Yes

No

32. If so, which topics are required?

PROFESSIONAL EXPERIENCE

The following questions refer to any registration requirements related to professional work experience.

33. Are a specific number of work hours required for registration? *

Mark only one oval.

Yes

No

34. If so, how many?

35. Are there experience or training requirements for certain procedures within the scope of the profession? *

Mark only one oval.

Yes

No

36. If so, which?

COMPLAINTS & VIOLATIONS

This section relates to any legal actions involving the Statutory Body, and includes those actions associated with any provision within the relevant act(s) or regulations.

37. Is there a published Standards of Practice document available to the public? *

Mark only one oval.

Yes

No

38. Is there a published complaints handling policy available to the public? *

Mark only one oval.

Yes

No

39. Is there a complaints committee? *

Mark only one oval.

Yes

No

40. Please list the members, professions, and positions of your complaints committee. *

Please place each entry on a new line by pressing "Enter".

41. How many complaints have been filed with the Statutory Body between 1st September 2018 and 31st August 2019? *

42. Has this number been verified with your Professional Conduct Committee/Complaints Committee? *

Mark only one oval.

Yes

No

43. Have there been any legal actions involving registered professionals between 1st September 2018 to 31st August 2019. *

Mark only one oval.

Yes

No

44. If so, how many?

45. How many professionals have been removed from the Register between 1st September 2018 to 31st August 2019? *

46. List the reason(s) for their removal.

OTHER RELEVANT INFORMATION

47. Please provide any additional information that may be helpful in assisting the Council in understanding the level of compliance with statutory requirements related to the registration and licensing of professionals.

HEALTH COUNCIL COLLABORATION

48. Please provide details of one initiative or concern that the Statutory Body would like the Health Council to assist with.

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