

Professional Conduct Discipline Orders

You have been found guilty of professional misconduct or incompetence by the Discipline Committee. This is the result of a report or complaint the College received about your practice or conduct. Based on this finding, a panel of the committee has issued a Discipline Order that you must complete. This fact sheet explains your responsibilities in completing the Order.

What is a Discipline Order?

It is the penalty the Discipline Committee feels is appropriate for you. An Order can include a number of penalties, including:

- revoking your Certificate of Registration
- suspending your Certificate of Registration
- imposing specified terms on your practice
- appearing before the Discipline Panel to be reprimanded
- paying a fine
- paying the costs or reimbursing the College for funding therapy and counselling for your victims if your professional misconduct included sexual abuse

What terms could be imposed on my practice?

Terms can include:

- reviewing College practice standards and guidelines
- completing online learning modules and reflective questionnaires
- completing continuing education courses
- meeting with an approved regulatory expert to discuss the:
 - incidents that were investigated
 - applicable College standards
 - insights and learning you gained from practice reflection.

Will the Discipline Order be made public?

Yes, the Discipline Committee's decision will be posted on the College's public register, Find a Nurse. The information will include your Order and any terms

on your Certificate of Registration. Please refer to the Find a Nurse section at www.cno.org to review the information associated with your Certificate of Registration.

How do I complete the Order?

After you are notified of the Discipline Committee's decision, the College's Monitoring Team will mail you instructions about how to complete your Order. The instructions will include deadlines for when the terms of your Order need to be completed.

You are responsible for all costs and scheduling associated with completing your Order.

If your Order includes meeting with a regulatory expert or completing courses, you need to get approval before you start planning. You can request approval by writing to the Director of Professional Conduct c/o Monitoring Team. You must include the following information when making a request for:

- approval of a regulatory expert:
 - the expert's contact information
 - a copy of the expert's curriculum vitae/resumé
 - plans for the meeting(s)
- approval of a course:
 - the course outline
 - dates for the course.

We will mail a letter informing you if the request is approved or not.

If you need more time to complete any terms of the Order, you need to request an extension to the deadline. You can request this by writing to the Director of Professional Conduct c/o Monitoring Team. You must include the following information when asking for an extension:

- reasons for requesting more time
- length of the extension you are requesting
- any relevant supporting documentation.

We will mail a letter informing you if the extension is approved or not.

What happens when I complete the Discipline Order?

We will mail a letter informing you that you have completed the terms of your Order. The terms will also be removed as a practice restriction from Find a Nurse. However, the summary of the finding that resulted in the Order will remain on Find a Nurse.

What happens if I don't complete the Discipline Order?

If you fail to comply with the Order, the Executive Director could be informed for further follow-up. This could result in an additional investigation and a hearing before the Discipline Committee.

Questions?

Contact the Monitoring Team:

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