



Saskatchewan College of Psychologists

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Membership Advisory

Professional Executor

Sections 14.4 and 14.5 of the SCP Professional Practice Guidelines require members to “in advance” establish a contingency plan for clients and their records to ensure that clients and their information are protected in the event of a member’s death, incapacity, or withdrawal from their position or practice. In April 2011 the Ad Hoc Committee on Privacy made a recommendation to Executive Council regarding establishing a requirement for members to identify a Professional Executor and suggesting that members be encouraged to establish a professional will.

On September 10, 2011 Executive Council of the Saskatchewan College of Psychologists (SCP) passed a Motion (79-11-C) requiring members who are practicing or have practiced to appoint a Professional Executor for their practice and to provide the SCP with that individual’s name and contact information. Thus beginning with the 2012 license renewal period (renewal fee due December 1, 2011) members of the SCP who are practicing** or who have previously practiced and have in their possession client information and /or files are required to identify for the SCP a Professional Executor for their practice who will be responsible to do the following in the event that the member is no longer able:

1. Ensure the security of the client records and information.
2. Can respond to requests for access to file information.
3. Assuring and/ or facilitating continuing client care if appropriate.

On a yearly basis members are required to update the information at the annual renewal period. This information will allow the SCP to respond to inquiries with regard to access to file information.

Professional Executors should be a member of the profession, but in the case of members practicing within institutions or organizations may be the employer designate. It is essential that the name of an individual be provided. Family members may not serve as the Professional Executor. Members and Professional Executors should be familiar with their responsibilities under the relevant legislation (the Psychologists Act 1997, the Health Information Protection Act), the Canadian Code of Ethics for Psychologists, and the SCP Professional Practice Guidelines. This requirement is consistent with the regulatory responsibilities/obligations of the SCP, the ethical responsibilities/obligations of the profession, public expectation, and quality assurance efforts.

**defined as any practice with and/or relating to clients from which one could reasonably expect that there would be a written/electronic record of that practice