

## **Saskatchewan College of Psychologists Regulatory Bylaws**

### **SHORT TITLE AND INTERPRETATION**

- 1 Short title
- 2 Interpretation

### **SPECIAL MEETINGS**

- 3 Special meetings

### **COMMITTEES**

- 4 Registration Committee
- 5 Professional Conduct Committee
- 6 Discipline Committee

### **CONFLICT OF INTEREST**

- 7 Conflict of interest

### **MEMBERSHIP**

- 8 Categories of Membership
- 9 Full practising membership
- 10 Provisional practising membership
- 11 Non-practising membership

### **AUTHORIZED PRACTICE**

- 12 Authorized Practice

### **ADVERTISING**

- 13 Advertising

### **CODE OF ETHICS**

- 14 Compliance

### **COMING INTO FORCE**

- 15 Coming into force

Certified a true copy of the regulatory bylaws enacted by the Council of the Saskatchewan College of Psychologists at its meeting held March 25, 2006.

**Short title**

1 These bylaws may be cited as *The Saskatchewan College of Psychologists Regulatory Bylaws, 2004*.

**Interpretation**

2 In these bylaws, "Act" means *The Psychologist Acts, 1997*.

**Special meetings**

3 For the purposes of clause 6(2)(b) of the Act, the council shall call a special meeting of the college on the written request of at least 15 per cent of the practising members.

## COMMITTEES

**Registration Committee**

4(1) The council shall establish a Registration Committee consisting of the registrar, as a non-voting member, and a minimum of four other persons appointed by the council, at least one of whom is a member of the public.

(2) The duties of the committee are:

- (a) to recommend a credentialing policy to the council;
- (b) to monitor and make recommendations to council regarding the re-entry and refresher programs;
- (c) to review applications for registration as brought forward by the registrar;
- (d) to interview applicants as required;
- (e) to review applications for the Authorized Practice Endorsement;
- (f) to provide support and guidance to the registrar; and
- (g) to monitor members with provisional licences to ensure that they practise only under the conditions or restrictions attached to their licences.

**Professional Conduct Committee**

5(1) The council shall establish the Professional Conduct Committee in accordance with section 27 of the Act, and the committee shall conduct its affairs as set out in sections 28 and 29, subsection 31(2) and section 34 of the Act and in accordance with this section.

(2) The chairperson of the committee shall send a written notification to the member who is the subject of a complaint that a complaint has been received, together with a copy of the actual complaint, and ask the member for a written response to the complaint.

(3) The chairperson of the committee shall send a written notification to the complainant advising that the complaint will be reviewed by the committee.

(4) In accordance with clause 28(1)(b) of the Act, the committee shall take all steps it considers necessary in investigating a complaint, including:

- (a) where possible, with the consent of the complainant and member, an informal resolution of the matter by any means including mediation; and
- (b) requesting any person to answer any questions and to produce any records, notes, photographs, film, books, papers, or any other documents or things in the person's possession or under his or her control that are or may be relevant to the report or conduct being investigated.

#### **Discipline Committee**

6(1) The council shall establish the Discipline Committee in accordance with section 30 of the Act, and the committee shall conduct its affairs as set out in sections 31, 32, 33 and 34 of the Act and in accordance with this section.

(2) For the purposes of sections 25 and 26 of the Act, the committee may find a member guilty of professional incompetence and/or professional misconduct where the member:

- (a) abused a client physically, sexually, verbally, or psychologically;
- (b) wilfully endangered the safety of a client;
- (c) influenced a client to change the client's last will and testament;
- (d) wrongfully abandoned a client;
- (e) misappropriated property belonging to a client, employer or fellow employee;
- (f) failed to exercise discretion with respect to the disclosure of confidential information about a client;
- (g) failed to maintain or falsified any client record;
- (h) failed to inform any employer or any client of the psychologist's inability to accept specific responsibility in areas where special training is required or where the psychologist does not feel competent to function without supervision;
- (i) failed to report the incompetence or misconduct of a member or colleague;
- (j) failed to comply with the Code of Ethics of the college or failed to comply with established standards of practice;
- (k) failed without reasonable cause to respond to inquiries from the college regarding alleged professional misconduct or professional incompetence;
- (l) conspired to participate in any act of misconduct or counselled a participant in any act of misconduct;

- (m) obtained registration by misrepresentation or fraud; or
  - (n) contravened any provision of the Act or these bylaws.
- (3) Where the committee determines that a member is not guilty of professional incompetence or professional misconduct, written notice that the complaint has been dismissed shall be provided to:
- (a) the member who was the subject of the complaint;
  - (b) the complainant; and
  - (c) to any other persons considered necessary by the committee.
- (4) Where the committee determines that a member is guilty of professional incompetence or professional misconduct, the committee shall ensure that a copy of the decision, or a summary of it, in which no personal information is disclosed concerning any person other than the member with respect to whom the decision is made, be posted on the College's website.

## CONFLICT OF INTEREST

### **Conflict of Interest**

7(1) A conflict of interest may include, but is not limited to the following situations:

- (a) where the member is involved in negotiating wages or employment contracts, or completing performance appraisals for college staff who may be related to that member;
  - (b) where the member is involved in determining or reviewing credentials and eligibility for registration or licensure of an applicant or another member who may be related to that member;
  - (c) where the member is involved in the investigation or discipline process affecting another member who may be related to that member; and
  - (d) where the member or family member might personally or financially benefit from decisions or information gained from involvement on council or committees.
- (2) Members serving in an official capacity as council members, committee members or representatives of the college and employees of the college shall declare a conflict of interest in matters under discussion, business of the college or in decisions taken in which they have a vested interest.
- (3) It shall be the responsibility of the presiding officer to ensure that members or employees identifying a conflict of interest shall leave the meeting during considerations of the pertinent issue and the departure of the member shall be recorded by the secretary of the meeting.

(4) Members who represent the college shall not assume a position if a conflict of interest is identified.

(5) A member of the Professional Conduct Committee or the Discipline Committee who has a conflict of interest shall step down, and the council may appoint a replacement to deal with the specific complaint with respect to which the conflict arose.

## MEMBERSHIP

### **Categories of Membership**

**8(1)** Membership in the college consists of the following categories:

- (a) full practising membership;
- (b) provisional practising membership; and
- (c) non-practising membership.

(2) The membership year is January 1 to December 31.

### **Full practising membership**

**9(1)** Full practising membership in the college is available to an applicant who meets the requirements of clauses 20(a) and (d) of the Act and who:

- (a) completes the application forms approved by the council;
- (b) completes the Examination for Professional Practice in Psychology with a score of 70% or higher;
- (c) submits to a Criminal Record Check by the RCMP or local police service;
- (d) attends an interview conducted by the Registration Committee at which the applicant provides evidence, as required by the council, of:
  - (i) training and experience in the areas of psychological practice in which he or she intends to practise; and
  - (ii) an understanding of contemporary ethical standards, professional regulation and jurisprudence;
- (e) provides evidence of, in the case of an applicant who holds:
  - (i) a master's degree described in subclause 20(a)(i) of the Act, one year (1500 hours) of post-master's degree successful experience under the supervision of a psychologist in a recognized setting; or

(ii) a doctoral degree described in subclause 20(a)(i) of the Act, one year (1500 hours) of successful experience, in a Canadian Psychological Association or an American Psychological Association accredited predoctoral internship, or one year (1500 hours) post degree experience under the supervision of a psychologist in a recognized setting;

(f) provides evidence of foundational knowledge in respect of:

- (i) biological bases of behaviour
- (ii) cognitive-affective bases of behaviour;
- (iii) social bases of behaviour; and
- (iv) psychology of the individual; and

(g) in the case of a person who is registered or licensed as a psychologist in another jurisdiction, provides evidence of registration and good standing in that jurisdiction.

(2) Full practising membership entitles a person to the following privileges:

- (a) to practise as a psychologist in Saskatchewan;
- (b) to vote and hold office in the college;
- (c) to have voice and vote at the annual and special meetings of the college;
- (d) to be appointed to committees of the college;
- (e) to receive financial assistance for purposes specified in the policies of the college;
- (f) to receive a copy of college documents appropriate for distribution; and
- (g) to receive the publications of the college.

(3) For the purposes of subsection (1), “**recognized setting**” means an organization, institution or agency, or part thereof, established to provide health and/or mental health care services, with defined health service programs and a defined system of supervision, including services provided by a regional health authority, an affiliate as defined in *The Regional Health Services Act*, or a community clinic prescribed under *The Regional Health Services Act*, psychology services provided by school boards, colleges and universities, and any services that may be designated by the council.

#### **Provisional practising membership**

**10(1)** Subject to subsection (2), a provisional practising membership in the college is available to an applicant who meets the requirements of subsection 21(1) of the Act and who:

- (a) completes the application forms approved by the council;
  - (b) submits to a Criminal Record Check by the RCMP or local police service.
  - (c) practises under a plan for supervision approved by the Registration Committee.
- (2) A provisional practising membership is only available for a maximum period of two years, which the Registration Committee may extend to three years, on application, for any reason that is, in the opinion of the Committee, justifiable.
- (3) The maximum period of provisional practising membership does not include:
- (a) any period of parental leave or a leave for medical reasons, which leave may be granted by the Registration Committee on application;
  - (b) any period of time that may follow the date on which the member applies for the oral interview required for full practising membership.
- (4) A person who fails to obtain full practising membership prior to the expiration of their provisional practising membership may re-apply on one occasion for provisional practising membership:
- (a) five years or more after the expiration of their initial provisional practising membership; or
  - (b) where the person has obtained an additional degree described in subclause 20(a)(l) of the Act, at any time.
- (5) Provisional practising membership entitles a person to the following privileges:
- (a) to practise psychology subject to the restrictions imposed and for the period specified in a provisional licence;
  - (b) to use the title “Psychologist (Provisional)” or “Doctoral Psychologist (Provisional)”;
  - (c) to have voice and vote at the annual and special meetings of the college;
  - (d) to receive financial assistance for purposes specified in the policies of the college;
  - (e) to receive a copy of college documents appropriate for distribution; and
  - (f) to receive the publications of the college.

**Non-practising membership**

**11(1)** Non-practising membership in the college is available to an applicant who:

- (a) is eligible for registration as a practising member in accordance with the Act and the bylaws;

- (b) was in good standing when last registered with the college (if applicable);
  - (c) is not currently practising as a psychologist in Saskatchewan.
- (2) Non-practising membership entitles a person to the following privileges:
- (a) to use the title “Psychologist (non-practising)” or “Doctoral Psychologist (non-practising)”;
  - (b) to have a voice, but no vote at annual and special meetings of the college;
  - (c) to be appointed to committees of the college;
  - (d) to receive a copy of college documents appropriate for distribution; and
  - (e) to receive the publications of the college.
- (3) Persons who are registered as non-practising members may not practise as psychologists or hold themselves out as being entitled to practise as psychologists.

## AUTHORIZED PRACTICE

### **Authorized Practice**

**12(1)** A member who wishes to perform an authorized practice shall:

- (a) apply for an Authorized Practice Endorsement on his or her licence;
- (b) pay the prescribed application fee; and
- (c) meet the following requirements:
  - (i) knowledge of:
    - (A) psychopathology or abnormal psychology;
    - (B) personality and individual differences;
    - (C) psychological assessment; and
    - (D) psychodiagnostics;
  - (ii) skill in:
    - (A) establishing therapeutic rapport;
    - (B) eliciting information through interviewing
    - (C) assessing fundamental psychological processes such as mental state, cognition, emotions and behaviours;
    - (D) formulating and testing diagnostic hypotheses;
    - (E) communicating diagnostic information clearly and sensitively; and
    - (F) assessment of change in relevant psychological processes;

(iii) formal training that includes:

- (A) coursework and supervised experience in administering and interpreting assessment materials for a diverse range of problems;
- (B) either coursework or supervised experience, or a combination of the two, in interviewing techniques;
- (C) training in formulating and testing diagnostic hypotheses in a practice setting;
- (D) supervised experience in communicating sensitive information; and
- (E) either coursework or supervised experience, or a combination of the two, in assessment of change in order to evaluate the effectiveness of interventions.

(2) For the purposes of clause (1)(c):

- (a) the knowledge component set out in paragraph (A) is understood to encompass knowledge of problems of learning, behaviour and mental ability;
- (b) the knowledge component set out in paragraph (B) is understood to encompass knowledge of psychosocial and life-span development;
- (c) the knowledge component set out in paragraph (D) is understood to encompass knowledge of psychoeducational diagnostic techniques and interventions.

## ADVERTISING

### **Advertising**

**13(1)** A member may make information about the member and the services he or she provides, available to any client, potential client or the public generally, subject to the following limitations:

1. The word “advertising” in relation to the profession of psychology must be taken in its broadest sense. It includes all those methods by which a member is made known to the public either by the member or by others without the member’s objection, in a manner that can be fairly regarded as having for its purpose the obtainment of clients or the promotion in other ways of the member’s professional advantage;
2. An advertisement with respect to a member’s practice shall contain only relevant factual and verifiable information; and
3. A member may participate in or donate services to charitable endeavours.

(2) Advertising, promotion and other marketing activities must be accurate and not capable of misleading the public either directly or indirectly through any medium or agent that:

- (a) misrepresents facts;
- (b) compares either directly, indirectly or by innuendo, the member's services or ability with that of any other practitioner or promises or offers more effective services or better results than those available elsewhere;
- (c) deprecates another member as to service, ability or fees;
- (d) creates an unjustified expectation about the results the member can achieve;
- (e) is made under any false or misleading guise, or takes advantage, either physically, emotionally or financially of any patient, or uses coercion, duress or harassment;
- (f) is incompatible with the best interests of the public or members, or tends to harm the standing of the profession of psychologist generally; or
- (g) contains any testimonial or discloses the names of clients.

(3) A member may list on office letterhead and business cards:

- (a) the highest academic qualification recognized by the college that the member holds;
- (b) the member's name and that of the office, its address, telephone number, facsimile number, e-mail address, office hours and similar details; and
- (c) services provided or designated area of practice.

(4) Psychologists, either practising alone or in partnership with other psychologists, may operate under a business name provided that.

- (a) the business name chosen is in good taste; and
- (b) each psychologist practising under the business name is listed in all advertisements.

CODE OF ETHICS

**Compliance**

**14** Every member shall comply with the *Canadian Code of Ethics for Psychologists*, 3<sup>rd</sup> edition (2000).

COMING INTO FORCE

**Coming into force**

**15** Pursuant to subsection 14(4) of the Act, these bylaws come into force when they are approved by the Minister and published in the Gazette.

Certified a true copy of the regulatory bylaws enacted by the Council of the Saskatchewan College of Psychologists March 25, 2006.

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Gary Halbert, President

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Minister of Healthy Living Services