

Basic Guidelines of Good Practice for Setting up and Managing Public Registers

I. Introduction

The purpose of this document is to provide guidance to medical regulators about the development and maintenance of public registers.

A **medical register** is an official dataset (either in electronic or manual form) that contains information about individuals who hold recognized qualifications in medicine and who have been granted the privilege to practice the medical profession within that jurisdiction.

Transparent and accessible information about regulated professionals can enable the public, patients, other regulators and employer organizations to identify those professionals who are appropriately registered within a specific jurisdiction – and potentially alert them to those who are not.

IAMRA's vision is that: **Everyone around the world is treated and cared for by safe and competent doctors.** In order for the register to be a useful public resource, it is vital that the information that regulators publish is accurate and timely.

II. Purpose

The purpose of a medical register is to provide information about medical practitioners¹. The information that each jurisdiction can publish will depend on local laws and regulations, and may include:

- who is registered/licensed to practice medicine;
- whether a practitioner has met the standards required by the regulator to maintain the privilege of practicing medicine;
- whether a practitioner has any conditions/sanctions applied as a result of their conduct, performance, etc.

III. Elements of Public Registers

There is wide variation in both the scope and depth of information about medical practitioners that medical regulators collect and publish. This information is influenced by local policy and laws and cultural and political factors. In addition, differences in technical and labor resources can impact on a jurisdiction's ability and capacity to collect and maintain data for registration and regulatory processes.

At a minimum, public registers should include the following information:

Identity of Medical Practitioner

- Full name
- Gender
- Registration number (unique identifier)

License/Registration Information

- License/registration status
- License/registration type
- Original license/registration date
- License/registration expiration date
- Specialty and type of practice

Medical Qualifications

- Details of medical qualifications that led to registration/licensure, including: medical school(s), name, address, year of graduation and degree, and
- Details of postgraduate qualifications and/or training program(s) that led to registration/licensure, including qualification attained and year completed

¹ The term medical practitioner also refers to doctors and physicians.

Other information that the public register may include:

Demographic Information

- Date of Birth
- Business or practice address

Additional License/Registration Information and Board Certification/Specialist Information

- License/registration renewal date
- Board certification or specialist recognition by an authority recognized by the regulator, if applicable

Disciplinary History (any action taken against a practitioner or practitioner registration that results in a loss or restriction of practice privileges)²

- Disciplinary actions taken by the regulator³
- A brief description of the reason for a disciplinary action
- All known disciplinary actions taken by other regulators and a brief description of the reason for discipline, if available
- An explanation of the types of discipline the regulator takes and its effects on the licensee's/registrant's ability to practice
- A posting of the disciplinary document itself (if permitted/possible)

Some medical regulators are also required to publish a register of formerly registered/licensed medical practitioners who are no longer registered/licensed in their jurisdiction. Information that may be provided in these registers includes, but is not limited to:

- If the practitioner's registration/license was cancelled by an adjudication body
- The grounds on which the practitioner's registration/license was cancelled
- Details of the conduct that formed the basis of the cancellation (if permitted)

IV. Access to Public Registers

Identifying and evaluating an internal process or system for providing public registers is an important step in implementation. The regulator should determine the primary methods of communication for the public and for other regulators.

While verifications may occur by phone, fax, email, or a manual paper process, IAMRA strongly encourages medical regulators to have an online public register when possible as timely access to information on medical practitioners is vital to public protection and patient safety. IAMRA also encourages those who have online public registers posted in English to provide website navigation to the public register in English so that there is a clear pathway to the information being provided.

² In some jurisdictions, there may be other actions that are taken by a medical regulatory authority that may also be contained in a public register.

³ Some regulators are required by law to include all disciplinary actions taken by the regulator and would not remove them after a period of time; some regulators are required by law to remove actions after a specific period of time.