

# Mandatory Reporting Reference Tool for Midwives

When must midwives make mandatory reports? This chart outlines common reporting scenarios, and provides information about when, how, and what information to include when making a report.

Please note: this checklist is subject to change, and it is not exhaustive nor a substitute for legal advice. Refer to the [College's Guide on Mandatory and Permissive Reporting](#) and the relevant legislation for more information. If you have any questions about your mandatory reporting obligations, please contact the relevant College department (as noted in the *How to Report* column).

You are a midwife reporting information about yourself	When to report:	How to report:	What to include in your report:	Source:
<b>General Information</b>				
The name, address, and telephone number of your principal place of practice as well as all past practice locations.	Within 14 days of any change to the information.	Update through the <a href="#">College's Registrant Portal</a>	All relevant information.	<a href="#">General By-law</a>
The name, address, and telephone number of all other places where you practise midwifery (not including the private residences of clients).				
Your residential address, telephone number, and personal email address.				
A change in a previously reported role for every place of practice (e.g. sole proprietor, partner, associate, or in some other capacity as a midwife, such as head midwife).				

Any change to your name from the date of your initial registration with the College and any names other than your proper legal name, including any common names or abbreviations that you use in any place of practice.	Within 14 days of any change to the information.	Complete the <a href="#">Name Change Application Form</a> and submit it through the College's secure deposit box.		<a href="#">General By-law</a>
The date that a privilege for each hospital, birth centre, and health facility in Ontario where you practice was granted, restricted, suspended, revoked, resigned, or otherwise terminated, if applicable. This includes information reported to the College under section 85.5 of the Code and includes resignations to avoid any of the actions.		Update through the <a href="#">College's Registrant Portal</a>		
A lapse or change in professional liability insurance. <i>(Note practising midwife shall have and continue to have personal protection against professional liability)</i>	As soon as the lapse or change occurs.	Send an email to the Registration department at <a href="mailto:registration@cmo.on.ca">registration@cmo.on.ca</a>		<a href="#">Registration Regulation</a>
<b>Information related to your Conduct</b>				
A finding of professional negligence or malpractice is made against you.	As soon as reasonably practicable and within 14 days.	Send to the attention of the Registrar via the Professional Conduct department.  <b>Via: <a href="#">Secure submission form</a>.</b> <i>(preferred method)</i>	<ul style="list-style-type: none"> <li>• Your name</li> <li>• A description of the finding</li> <li>• The date the finding was made</li> <li>• The name and location of the court that made the finding</li> <li>• The status of any appeal initiated respecting the finding of guilt.</li> </ul>	<a href="#">Regulated Health Professions Act, 1991</a>  <a href="#">General By-law</a>

You settle an action regarding your professional activities, whether actual or potential, or you become subject to a judgment.	Within 30 days.	<b>Or by email:</b> <a href="mailto:conduct@cmo.on.ca">conduct@cmo.on.ca</a>	<ul style="list-style-type: none"> <li>• Notice of the event</li> <li>• Any other information you would like to share with the College.</li> </ul>	<a href="#">Registration Regulation</a>  <a href="#">General By-law</a>
A change in status of the finding made against you as the result of an appeal.	As soon as reasonably practicable and within 14 days.	<b>Or by mail:</b> 21 St. Clair Ave. E. Suite 303 Toronto, Ontario, M4T 1L9	<ul style="list-style-type: none"> <li>• Information on the change including any relevant dates</li> <li>• Any other relevant information you would like to share with the College.</li> </ul>	<a href="#">Regulated Health Professions Act, 1991</a>  <a href="#">General By-law</a>
<b>Information related to Coroner's Inquests involving your conduct</b>		Send to the attention of the Registrar via the Professional Conduct Department.		
Your conduct becomes or is the subject of a coroner's <b>inquest, proceeding, or verdict.</b>	Within 30 days.		<ul style="list-style-type: none"> <li>• Notice of the event</li> <li>• Any other information you would like to share with the College.</li> </ul>	<a href="#">Registration Regulation</a>
<b>Information related to charges and offences against you</b>		<b>Via: <a href="#">Secure submission form.</a></b> <i>(preferred method)</i>  <b>Or by email:</b> <a href="mailto:conduct@cmo.on.ca">conduct@cmo.on.ca</a>		
You are charged with an offence	As soon as reasonably practicable and within 14 days.		<ul style="list-style-type: none"> <li>• Your name</li> <li>• The nature of, and a description of the charge</li> <li>• The date the charge was laid against you</li> <li>• The name and location of the court in which the charge was laid.</li> </ul>	<a href="#">Regulated Health Professions Act, 1991</a>  <a href="#">General By-law</a>

<p>Every bail condition or other restriction that is imposed on you, or agreed to by you, in connection with a charge</p>	<p>As soon as reasonably practicable and within 14 days.</p>	<p>Send to the attention of the Registrar via the Professional Conduct Department.</p> <p><b>Via: <a href="#">Secure submission form.</a></b> <i>(preferred method)</i></p> <p><b>Or by email:</b> <a href="mailto:conduct@cmo.on.ca">conduct@cmo.on.ca</a></p> <p><b>Or by mail:</b> 21 St. Clair Ave. E. Suite 303 Toronto, Ontario, M4T 1L9</p>	<ul style="list-style-type: none"> <li>• The bail condition or restriction that was imposed on or agreed to by you</li> <li>• Every bail condition imposed on you as a result of the charge</li> <li>• Any other restriction imposed or agreed to by you relating to the charge.</li> <li>• Continue to report a change in the status of any proceedings with respect to the charge.</li> </ul>	<p><a href="#">Regulated Health Professions Act, 1991</a></p> <p><a href="#">General By-law</a></p>
<p>There is a finding of guilt either for a criminal offence or for any other offence against you</p>			<ul style="list-style-type: none"> <li>• Your name</li> <li>• A description of the offence</li> <li>• The date you were found guilty of the offence</li> <li>• The name and location of the court that found you guilty of the offence.</li> </ul>	<p><a href="#">Regulated Health Professions Act, 1991</a></p> <p><a href="#">Registration Regulation</a></p> <p><a href="#">General By-law</a></p>
<p>A change in status of a finding made against you as the result of an appeal.</p>			<ul style="list-style-type: none"> <li>• Notice of the event</li> <li>• Any other information you would like to share with the College.</li> </ul>	<p><a href="#">Regulated Health Professions Act, 1991</a></p>
<p><b>Information related your registration (or application) with another regulatory body or professional association, in Ontario or any other jurisdiction.</b></p>				
<p>You become a member of another body that governs a profession inside or outside of Ontario.</p>	<p>As soon as reasonably practicable and within 14 days.</p>	<p>Send an email to the Registration department at <a href="mailto:registration@cmo.on.ca">registration@cmo.on.ca</a></p>	<p>All relevant information.</p>	<p><a href="#">Regulated Health Professions Act, 1991</a></p> <p><a href="#">General By-law</a></p>

Any term, condition, limitation, or other restriction is imposed on your registration, licensure, or similar status.	Within 30 days of the event occurring.	<p>Send to the attention of the Registrar via the Professional Conduct Department.</p> <p><b>Via: <a href="#">Secure submission form.</a></b> <i>(preferred method)</i></p> <p><b>Or by email: <a href="mailto:conduct@cmo.on.ca">conduct@cmo.on.ca</a></b></p> <p><b>Or by mail:</b> 21 St. Clair Ave. E. Suite 303 Toronto, Ontario, M4T 1L9</p>	<ul style="list-style-type: none"> <li>The date of and the specifics of the term, condition, limitation, or other restriction</li> <li>Any other information you would like to share with the College.</li> </ul>	<a href="#">Registration Regulation</a>
Your registration, licensure, or similar status is terminated or suspended.	Within 30 days of the event occurring.		<ul style="list-style-type: none"> <li>The date of the termination or suspension</li> <li>Any other information you would like to share with the College.</li> </ul>	
Information relating to any complaint against you or investigation of you in process, <b>and</b> the outcome of the complaint or investigation.	Within 14 days of the event occurring.		All relevant information.	<a href="#">General By-law</a>
A proceeding against you is initiated in relation to professional misconduct, incompetence or incapacity or any similar proceeding.	Within 30 days of the event occurring.		All relevant information.	<a href="#">Regulated Health Professions Act, 1991</a>
A finding is made against you of professional misconduct, incompetence, or incapacity or any like finding.	As soon as reasonably practicable after you receive notice of the finding and within 30 days.		<ul style="list-style-type: none"> <li>Your name</li> <li>A description of the finding</li> <li>The date the finding was made</li> <li>The name and location of the body that made the finding</li> <li>The status of any appeal initiated respecting the finding of guilt</li> </ul>	<a href="#">Registration Regulation</a>
You are denied registration, licensure, or similar status.	Within 30 days of the event occurring.		All relevant information.	<a href="#">Registration Regulation</a>

You are a midwife reporting alleged sexual abuse by another midwife	When to report:	How to report.	What to include in your report:	Sources
<p>You have reasonable grounds, obtained while practising midwifery, to believe that a midwife has sexually abused a client.</p>	<p>Within 30 days. *</p>	<p>Send to the attention of the Registrar via the Professional Conduct Department.</p> <p><b>Via: <a href="#">Secure submission form.</a></b> (preferred method))</p> <p><b>Or by email:</b> <a href="mailto:conduct@cmo.on.ca">conduct@cmo.on.ca</a></p> <p><b>Or by mail:</b> 21 St. Clair Ave. E. Suite 303 Toronto, Ontario, M4T 1L9</p>	<ul style="list-style-type: none"> <li>• Your name</li> <li>• The name of the midwife who is the subject of the report</li> <li>• An explanation of the alleged sexual abuse</li> <li>• The name of a client who may have been sexually abused. (Note: their name must only be included in a report if the patient/client—or if the patient/client is incapable, the patient's representative—<b>consents in writing</b> to the inclusion of their name.)</li> </ul>	<p><a href="#">Regulated Health Professions Act, 1991</a></p> <p><a href="#">Guideline for Reporting Sexual Abuse</a></p>

*\*Unless you have reasonable grounds to believe that the regulated health professional will continue to sexually abuse the patient/client, or will sexually abuse other patients/clients, or that their incompetence or incapacity is likely to expose a patient/client to harm or injury and there is urgent need for intervention, in which case the report must be filed immediately.*

You are a midwife who is an owner or facility operator reporting about other midwives	When to report:	How to report.	What to include in your report:	Sources
You terminate the employment of a midwife for reasons of professional misconduct, incompetence, or incapacity.	Within 30 days.	<p>Send to the attention of the Registrar via the Professional Conduct Department.</p> <p><b>Via: <a href="#">Secure submission form.</a></b> (preferred method))</p> <p><b>Or by email: <a href="mailto:conduct@cmo.on.ca">conduct@cmo.on.ca</a></b></p> <p><b>Or by mail:</b> 21 St. Clair Ave. E. Suite 303 Toronto, Ontario, M4T 1L9</p>	A written report setting out the reasons.	<p><a href="#">Regulated Health Professions Act, 1991</a></p> <p><a href="#">Professional Misconduct Regulation</a></p>
You revoke, suspend, or imposes restrictions on the privileges of a midwife for reasons of professional misconduct, incompetence, or incapacity.			A written report setting out the reasons.	
You dissolve a partnership, a health profession corporation or association with a midwife for reasons of professional misconduct, incompetence, or incapacity.			A written report setting out the reasons.	
You have reasonable grounds to believe that a midwife's resignation, relinquishment, or restriction of their privileges or practice (as set out above) is related to the midwife's professional misconduct, incompetence, or incapacity.			A written report setting out the grounds upon which the person's belief is based.	
A midwife's resignation, relinquishment, or restriction takes place while, or as a result of, an investigation conducted by or on behalf of you into allegations related to professional misconduct, incompetence or incapacity on the part of the midwife.			A written report setting out the nature of the allegations being investigated.	

<p>You have reasonable grounds to believe that a midwife who practises at the facility is incompetent, incapacitated, or has sexually abused a client.</p>	<p>Within 30 days. *</p>		<ul style="list-style-type: none"> <li>• Your name</li> <li>• The name of the midwife who is the subject of the report</li> <li>• An explanation of the alleged incompetence and incapacity, or sexual abuse</li> <li>• If the report is related to a particular client of the member who is the subject of the report, the name of that client. (Note: their name must only be included in a report if the patient/client—or if the patient/client is incapable, the patient's representative—<b>consents in writing</b> to the inclusion of their name.)</li> </ul>	<p><a href="#"><u>Regulated Health Professions Act, 1991</u></a></p> <p><a href="#"><u>Professional Misconduct Regulation</u></a></p>
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*\*Unless you have reasonable grounds to believe that the regulated health professional will continue to sexually abuse the patient/client, or will sexually abuse other patients/clients, or that their incompetence or incapacity is likely to expose a patient/client to harm or injury and there is urgent need for intervention, in which case the report must be filed immediately.*



You are a midwife who is the shareholder of a Professional Corporation	When to report:	How to report.	What to include in your report:	Sources
The name of the professional corporation as registered with the Ministry of Consumer and Business Services, and any business names used by the professional corporation and a brief description of the professional activities carried out by the professional corporation.	Within 30 days of receiving a written request from the College	Send to the attention of the Registrar via the Registration department.  <b>Via: <a href="#">Secure submission form.</a></b> <i>(preferred method)</i>  <b>By email: <a href="mailto:registration@cmo.on.ca">registration@cmo.on.ca</a></b>	All relevant information.	<a href="#">General By-law</a>
The name and title or office held of each officer and director of the professional corporation.			All relevant information.	<a href="#">General By-law</a>
The address, telephone number, facsimile number and email address of the professional corporation, and the address and telephone number of the principal address and all other practice locations of the professional corporation (not including private residences of clients act which professional services may be offered).			All relevant information.	<a href="#">General By-law</a>
Any changes to the above noted information.	Within 14 days of the change.	<b>Or by mail:</b> 21 St. Clair Ave. E. Suite 303 Toronto, Ontario, M4T 1L9	All relevant information.	<a href="#">General By-law</a>
. Any changes of shareholders of the corporation.	Within 14 days of the effective date.		All relevant information.	<a href="#">General By-law</a>

You are a midwife reporting to someone other than the College of Midwives of Ontario	When to report:	How to report:	What to include in your report:	Sources
You have reasonable grounds, obtained while practising midwifery, to believe that a member of another health professions College regulated under the RHPA has sexually abused a client/patient.	30 days. *	The appropriate College	<ul style="list-style-type: none"> <li>Your name</li> <li>The name of the regulated health professional who is the subject of the report</li> <li>An explanation of the alleged sexual abuse</li> <li>The name of the client/patient if applicable. (Note: their name must only be included in a report if the patient/client—or if the patient/client is incapable, the patient's representative—<b>consents in writing</b> to the inclusion of their name.)</li> </ul>	<a href="#"><u>Regulated Health Professions Act, 1991</u></a>  <a href="#"><u>Guideline for Reporting Sexual Abuse</u></a>
You suspect child abuse.	Immediately.	Children's Aid Society		<a href="#"><u>Child, Youth and Family Services Act, 2017</u></a>
You believe it is likely that someone will experience severe bodily harm.		Appropriate People		Common law
You are aware of a death under the <i>Coroner's Act</i> .		Police Officer or Coroner		<a href="#"><u>Coroner's Act, 1990</u></a>
You observe a live birth or still birth.	Within two days.	Registrar General		<a href="#"><u>Vital Statistics Act, 1990</u></a>

You observe a reportable disease on the eyes of a newborn.	Within two weeks.	Medical Officer of Health		<a href="#">Communicable Diseases – General Regulation.</a> <b>Regulation 557</b> <b>under the <a href="#">Health Protection and Promotion Act, 1990</a></b>
You observe a reportable disease due to an immunization reaction.	Within seven days.	Medical Officer of Health		<a href="#">Health Protection and Promotion Act, 1990</a>
You are aware of health card fraud.	As soon as possible.	General Manager of OHIP		<a href="#">Health Insurance Act, 1990</a>
You are aware of a privacy breach.	<p>Immediately to the Information and Privacy Commissioner (IPC).</p> <p>As soon as reasonably possible to the client(s).</p> <p>Include in Annual Reporting before March 1 each year.</p>	<p>Information &amp; Privacy Commissioner (IPC)</p> <p>Client(s) involved.</p>		<a href="#">Personal Health Information Protection Act, 2004</a>  <a href="#">Guide on Compliance with Personal Health Information Protection Act</a>

<p>You are a midwife <b>acting as a health information custodian</b> reporting and a midwife affiliated with you has committed or is suspected of having committed an unauthorized collection, use, disclosure, retention, or disposal of personal health information and if, as a result of such unauthorized action, disciplinary action is taken with respect to the midwife's employment, privileges or affiliation.</p>		<p>Information &amp; Privacy Commissioner (IPC)</p> <p>Client(s) involved.</p> <p>Send to the attention of the Registrar via the Professional Conduct Department.</p>		
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*\*Unless you have reasonable grounds to believe that the regulated health professional will continue to sexually abuse the patient/client, or will sexually abuse other patients/clients, or that their incompetence or incapacity is likely to expose a patient/client to harm or injury and there is urgent need for intervention, in which case the report must be filed immediately.*

**Registrants Portal:** If you are not able to make changes or provide required information, contact the Registration department by email at [registration@cmo.on.ca](mailto:registration@cmo.on.ca) for assistance.

Information about how the College deals with the mandatory reports it receives, and the [Registrar's Investigation Decision Making Tool](#) are available on the College website.