

### Appendix A – Duty to Report Guidelines

Situation	Do I need to report?		Who is responsible to report?	Who do I report to?	Comments
	Yes	No			
Suspected elder abuse in a nursing home	X		Any <b>physician</b> who has suspicion that a resident has suffered harm, neglect, incompetent treatment, or unlawful treatment	Director of Nursing Homes <b>Provincially funded</b> - The Ministry of Health and long Term Care <b>Privately funded</b> – Ministry of Consumer and Commercial Relations, Companies Branch Provincial Nursing Homes – contact administrator of nursing home first if not resolved call 1-800-266-1153	Nursing Homes Act Reporting must be done immediately
Health conditions that would make it dangerous for the individual to drive a motor vehicle. i.e. seizure	X		Physician	Registrar of Motor Vehicles – 519-824-2790 Need to send a written report of the name, address and clinical condition	Highway Traffic Act Reporting must be done immediately
Births, Death and Stillbirths	X		<b>Births</b> The <b>physician/midwife</b> who attends the birth of a child <b>Death and Stillbirth</b> The <b>physician</b> who is in attendance during the stillbirth or death. If a midwife is present a physician consultation and reporting is required	Notice of the birth is given to vital statistics  A copy of the Medical Certificate of death is delivered to the funeral director in charge of the body	Vital Statistics Act
Sexual Abuse of a patient by a health care professional	X		<b>Any health care professional</b> should file a report to their governing body if he or she has reasonable grounds to believe another member of the health profession has sexually abused a	To the individuals professional governing body i.e. College of Nurses of Ontario	Regulated Health Professions Act If the patient is at risk for a repeat offence -report immediately. Report within 30 days if the patient is at not

Cross References	<i>Mandatory Reporting (RHPA)</i>
Key Words	

Situation	Do I need to report?		Who is responsible to report?	Who do I report to?	Comments
	Yes	No			
			patient		at risk
Communicable Diseases	X		<b>Physician</b> caring for a patient in the community <b>Hospital laboratory</b> providing services to an inpatient or an outpatient of a hospital	Medical Officer of Health at the local health unit Public Health Unit 821 - 2370 or 1-800-265-7293 After Hours 1-877-884-8653 <b>** See attached list of reportable communicable diseases</b>	Health Protection and Promotion Act
Health Card Fraud	X		<b>Physician or Hospital Staff Member</b> Must report the following: 1. Individuals who attempt to receive insured services they are not insured for 2. Individuals who attempt to obtain reimbursement from OHIP when they are not insured 3. An individual who gives false residency information to OHIP	General Manager for OHIP – hotline  OHIP 1-888-781-5556	Health Insurance Act
Health conditions related to ability to fly an airplane	X		<b>Physician</b> Must report any condition that would constitute a safety hazard to aviation safety	Immediate and in writing to the Medical Advisor of the Federal Minister of transportation Ministry of Transportation 1-888-231-2330	Aeronautics Act
A patient threatens serious violence or death to another individual or group.	X		<b>Physician</b> The threat must be directed at a person or group of people	Immediate reporting to the police (911)	College of Physicians and Surgeons of Ontario

Cross References	<i>Mandatory Reporting (RHPA)</i>
Key Words	

Situation	Do I need to report?		Who is responsible to report?	Who do I report to?	Comments
	Yes	No			
			The individual must have a plan and the method to carry out that plan		
Suspected Child abuse or neglect	X		<p><b>Any person who performs professional or official duties</b></p> <p>Must report any suspicion of abuse or neglect of a child (&lt; 16 yrs of age)</p>	<p>Immediate – The local family and children’s protection agency</p> <p>The individual who has the suspicion must do the reporting. This reporting responsibility can-not be delegated</p> <p>Wellington County Family and Children’s Services 824-2410 or 1-800-265-8300 24 hrs/day</p> <p>Huron-Perth Children’s Aid Society - Goderich: 519-524-7356 or Stratford: 519-271-5290</p>	The Child and Family Services Act (CFSA)
Suspicious deaths	X		<p><b>Any person who has reason to believe that a deceased person died under any of the following circumstances:</b></p> <ol style="list-style-type: none"> <li>1. As a result of violence, misadventure, negligence, misconduct or malpractice</li> <li>2. During or following pregnancy</li> <li>3. Sudden and unexpected deaths</li> <li>4. Disease or illness not treated by a legally qualified physician</li> <li>5. From any cause other</li> </ol>	<p>Immediate reporting to the Coroner or police</p> <p>Coroner’s Office 1-800-897-8565</p>	Coroner’s Act

Cross References	<i>Mandatory Reporting (RHPA)</i>
Key Words	

Situation	Do I need to report?		Who is responsible to report?	Who do I report to?	Comments
	Yes	No			
			than disease or circumstances that may require investigation		
Gunshot wounds	X		<p><b>Every facility that treats a patient for a suspected gunshot wound</b></p> <p>On arrival to hospital the Resource Nurse or team Leader must report gunshot wounds to police.</p>	<p>Local police – ask for Desk Sergeant.</p> <p>The following information <b>only</b> is required to be reported under this legislation:</p> <ul style="list-style-type: none"> <li>• That a patient is being treated for a gunshot wound</li> <li>• The name of the Hospital and</li> <li>• The patient’s name, if known.</li> </ul>	Mandatory Gunshot Wounds Reporting Act
Stab wounds		X	There is no responsibility to report these injuries to police		It would be a breach of confidentiality to call police without the patients verbal or written consent
Domestic violence/Sexual assault – adult situation (16 years of age or older)		X	There is no responsibility to report this situation to the police		<p>It would be a breach of confidentiality to call police without the patients verbal or written consent</p> <p>** If there are children witnessing a violent episode. They are at risk and a call must be placed to the local Family</p>

Cross References	<i>Mandatory Reporting (RHPA)</i>
Key Words	

Situation	Do I need to report?		Who is responsible to report?	Who do I report to?	Comments
	Yes	No			
					Protection service
Domestic violence/Sexual assault – adult situation (16 and older) – mentally challenged or incompetent	X		<b>Any Health Care professional</b> who has suspicion that a compromised adult is in an abusive situation	Police (911)	Regulated Health Professions Act Reporting must be immediate if the patient is at risk for a repeat offence or within 30 days if the patient is at not at risk
Witnessing a health care team member or colleague whose actions or behaviours towards clients are unsafe or unprofessional, including physical, verbal, emotional, and/or financial abuse	X		<b>Any health care professional</b> who witnesses the event	To the Manager of the Area/Delegate To the individuals professional governing body i.e. College of Nurses of Ontario (see LWHA Mandatory Reporting (RHPA) policy)	Regulated Health Professions Act Reporting must be immediate if the patient is at risk for a repeat offence or within 30 days if the patient is at not at risk
A person who is leaving the hospital - to drive home and you know they are under the influence of alcohol or a narcotic which would impair them from driving	X		<b>Any health care professional</b> or employee who witnesses the event	Police (911) When failure to act would potentially put others at risk you have a duty to report that situation	Good Samaritan Law
Animal Bites and Exposures involving Humans	X		<b>Any health care professional</b>	Public Health Unit Fax Bite/Exposure Form (#N246) to 519-271-7600 (Huron) 519-482-3416 (Perth) 519-271-7348	Ontario Regulation 292/84

Cross References	<i>Mandatory Reporting (RHPA)</i>
Key Words	