**BY-LAWS**

**THE NEW BRUNSWICK PODIATRY ASSOCIATION**

I

MEMBERSHIP

Membership in the New Brunswick Podiatry Association shall be divided into five (5) classes.

1. Active Members
2. Associate Members
3. Candidate Members
4. Honorary Members
5. Honorary Life Members
6. ACTIVE MEMBERS

1. Any person of good character and merit who is duly qualified and lawfully licensed and entitled

to practice Podiatry in the Province of New Brunswick and whose application has been approved

by the Executive Committee and who has complied with By-Law XVI respecting examinations,

shall be eligible to become an Active Member of the Association.

1. Any person who was a member in good standing of the Association on the 30th day of June

1983, shall be entitled to remain an active Member of the Association, subject to the rules and

regulations relating to all Members thereof.

1. Application for membership shall be in a form approved by the Executive Committee.
2. Members not resident of New Brunswick shall be entitled to the privileges of attending and addressing the members of the association but shall not hold a vote

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1. ASSOCIATE MEMBERS
2. Any person of good character and merit who is duly qualified and lawfully licensed to practice

medicine or an allied medical profession and whose application has been

1. approved by the Executive Committee, and
2. subsequently unanimously approved by the members at

any duly called general meeting of the Association

in Accordance with Article III of these Bylaws, shall be

eligible to become an Associate Member of the Association.

1. Application for Associate Membership shall be in a form approved by the Executive

Committee.

1. Associate Membership shall be granted for a period of one (1) year. Renewal of this

classification of membership may be granted in accordance with paragraph (a) of this

section.

1. Associate Members shall pay dues but not vote, or be given a license to practice podiatry in

New Brunswick. The fee for an associate member shall be $600 annually.

1. CANDIDATE MEMBERS
2. Any person of good character and merit who is a full-time undergraduate student at any

College or Podiatric Medicine accredited by the Council on Education of the N.B.P.A., and

whose application has been approved by the Executive Committee, shall be eligible to

become a Candidate Member of the Association.

1. Candidate Membership shall be cancelled, automatically, immediately the person holding

such membership ceases, for any reason, to be an undergraduate student.

1. Application for Candidate Membership shall be in a form approved by the Executive

Committee.

1. Candidate Members shall not pay dues or vote or hold office.
2. HONORARY MEMBERS

Any person, in Canada or elsewhere, whether a practitioner of Podiatry or not, who has been

certified by the Executive Committee, at least three months prior to the first day of the next

Annual Meeting, to have rendered distinguished or meritorious service to the Podiatry

profession, shall be eligible for membership as an Honorary Member, and upon being elected

an Honorary Member at the next following Annual Meeting by a two-thirds vote of the Members

present and voting, shall become an Honorary Member. Honorary Members shall be entitled to

the privilege of attending meetings of the Association and addressing the Members, but shall not

be accorded other rights or privileges of membership, nor be subject to fees, dues or assessment,

and shall remain Honorary Members until such Honorary Membership may be rescinded by a

two-thirds vote of the Members of the Association present and voting at a subsequent Meeting

of the Association after three months’ notice of intention to rescind such membership has been

given by the Executive Committee. Nothing herein contained shall deprive an Honorary Member

elected from the Active Membership of the Association of any of his rights as an Active Member.

1. HONORARY LIFE MEMBERS

Any person in Canada or elsewhere, whether a practitioner of Podiatry or not, who has been

certified by the Executive Committee at least three months prior to the first day of the next

Annual Meeting to have rendered distinguished or meritorious service to the Podiatry profession

shall be eligible for membership as an Honorary Life Member, and upon being elected an

Honorary Life Member at the next following Annual Meeting by a two-thirds vote of the

members present and voting, shall become a Honorary Life Member. Honorary Life Members

shall be entitled to the privileges of attending and addressing the Members of the Association

but shall not be accredited other rights or privileges of membership, nor be subject to fees, dues

or assessment, and shall retain such privileged membership for life. Nothing herein shall deprive

an Honorary Life member, elected from the active membership of the Association, of any of their

rights or duties as an Active Member. Any member in good standing with a membership totaling

twenty years or more of honorable service will upon retirement be awarded an Honorary Life

Membership.

II

ADMINISTRATION

1. Executive Committee/Council members

(a) The Association shall be managed by a Council of four (4) Council Members, who shall also constitute the Executive Committee. These council members shall be elected at the Annual General Meeting of the Association. The full Council shall retire at the end of two (2) years but shall be eligible for re-election if otherwise qualified.

(b) The Council Members shall include the following roles: President, Vice-President, Secretary, and Treasurer. These individuals shall collectively exercise all powers, authorities, and discretion vested in the Council Members and the Executive Committee, unless otherwise directed by the By-Laws, a special resolution of the Association, or applicable statute.

(c) In the event of a vacancy among the Council Members, the remaining Council Members shall have the authority to appoint a replacement from among the Active Members of the Association. If the vacancy involves an Officer role (i.e., President, Vice-President, Secretary, or Treasurer), the replacement must be selected from among the remaining Council Members.

(d) The Council may from time to time make rules and regulations for carrying out the provisions of these By-Laws and for the internal management of the Association.

1. Executive Council Member/President

For the further purpose of more efficiently managing the affairs of the association the Council Members may from time to time appoint an Executive Council Member, to hold such office, to perform such

duties, to exercise such authority and to receive such remuneration as the Council Members from time to time shall determine.

III

MEETINGS

1. Annual, Semi-Annual and Special General Meetings
2. The Annual Meeting of the Association shall be held on a date no later than the 31st day of June

in each year, and at such place, as the Council Members shall determine.

1. Semi-Annual Meetings shall be held at such times as the Council Members determine.
2. Special General Meetings may be convened at any date and time and at any place by the order

of the President, Vice-President, and Council Members, or by any 75% of members of the

Association by notice in writing personally signed by such 75% of members

1. Meetings of Council and Executive Committee

Meetings of the Council Members and of the Executive Committee shall from time to time be

convened by the President, or

1. In the case of the Council Members by a Vice-President or any two Council Members, and
2. in the case of the Executive Committee by a Vice-President.

The time, date, and location of each meeting shall be determined by resolution and specified in the notice calling the meeting, to be established twice yearly.

1. Notice Calling Meetings

1. Meetings of the Association. Notice of Meetings of Members of the Association

shall specify the place, date and hour of the meeting and shall be given to the Members

at their respective addresses as they appear on the books of the Association, or if no

address so appears, then to such address as the person sending the notices may

consider to be most likely to promptly reach such members at least fourteen clear days

before the date fixed for the meeting. Non-receipt of any Notice of Meeting by an

Member, or incidental omission to serve or give the said Notice to any Member, shall

not invalidate any proceedings at any Meeting held.

1. Meetings of Council Members. Notice of Meetings of the Council Members of the

Association shall specify the place date, and hour of the meeting and shall be given to

the Council Members at their respected addresses as they appear on

the books of the Association no later than at least five days before the date fixed for the

meeting. Non receipt of any Notice of Meeting by a Council Member, or incidental omission to

serve or give the said Notice to any Member, shall not invalidate any proceedings at any

Meeting held.

1. Meetings of Executive Committee. Notice of Meetings of the Executive Committee shall specify

the place, date, and the Hour of the Meeting and shall be given to the Members of the

Executive Committee at their respective address as they appear on the books of the Association

no later than at least three clear days before the day fixed for the Meeting. Non receipt of any

Notice of Meeting by a Member of the Executive Committee, or incidental omission to serve or

give said notice to any member of the Executive Committee, shall not invalidate any

proceedings at any Meeting held.

1. Quorum
2. Meetings of Members. Members may be represented by proxy but the presence of fifty per

cent of the Members of the Association in person shall be necessary to constitute a quorum.

1. Meetings of Council or Executive Committee. The presence of at least three Members of the Council or Executive shall be necessary to constitute a quorum for a Meeting of the Council or Executive Committee.
2. Voting

At all meetings, whether of the Association, the Council, or the Executive Committee, a

vote shall be by a show of hands unless any Member shall request that a ballot be taken. Every question

submitted to any meeting shall be decided by a majority of votes and in the case of an equality of votes

the President shall have a second or casting vote.

IV

DUTIES OF OFFICERS

The President shall, if present, preside at all Meetings of members of the Association, the Council and the

Executive Committee. The President shall sign all instruments which require their signature and shall perform all duties incident to his office and shall have such other powers and duties as may from time to time be assigned to him by the Council Members.

The Vice-Presidents in order of seniority, shall be vested with all the powers and shall perform all the

duties of the President in the absence or disability or refusal to act of the President. The Vice Presidents

shall have such powers and duties as may from time to time be assigned to them by the Council.

The Secretary/Registrar shall, when present, act as Secretary of all Meetings, shall have charge of the

Minute books, and all other documents and records of the Association and shall perform such other

duties as the Council shall require of him.

Additional registers

1. In addition to the registers of Membership of podiatrists referred to in section 19 of the Act,

the registrar shall maintain the following registers:

(a) a register of podiatrists having drug restrictions;

(b) a register of podiatrists having anaesthetic restrictions and surgical restrictions;

(c) a register of podiatrists having acupuncture restrictions

Additional information in podiatrists register

2. (1) For the purpose of clause 19 of the Act, the following additional information is to be kept in

the register of podiatrists for each member:

(a) date of birth;

(b) registration number;

Information to be kept in other registers

2. (2) The following information is to be kept in the registers required by section 2 for each

member:

(a) name, business address and business telephone number,

(b) home address and telephone number;

(c) date of birth;

(d) registration number and the date of registration;

(e) the conditions imposed on a certificate of registration;

(f) a notation of a cancellation, suspension or non-renewal of a certificate

of registration;

(g) the result of a disciplinary proceeding in which a panel has made a

finding under Part II of the Act;

(h) an order made by a panel under Part II of the Act.

(i) Liability insurance

Public information

2. (3) The information referred to in clause 1. and clause 2. (2), other than clauses 2. (2) (b) and

(c), is public information for the purpose of clause 26 of the Act.

The Treasurer shall be responsible for the care and custody of all funds and securities of the Association. These shall be deposited in the name of the Association in a bank, trust company, or other depository as directed by the Council Members. The treasurer shall also perform any other duties assigned by the Council Members. They may be required to give such bond for the faithful performance of his duties as the Council Members in their uncontrolled discretion may require and no Council Members shall be liable for failure to require any bond or for the insufficiency of any bond or for any loss by reason of the failure of the Association to receive any indemnity thereby provided. In the case of the appointment of a Secretary-Treasurer, the person so appointed shall perform all the duties herein provided for the Secretary and the Treasurer.

V

FEES AND DUES

1. Establishment of Fees and Dues

The annual fees and dues for active members of the Association shall be determined by the Council Members. Such fees and dues may be reviewed and adjusted on an annual basis at the discretion of the Council.

1. Payment of Fees and Dues
2. All fees and dues shall be due and payable on or before January 1st of each calendar year.
3. Any member failing to remit payment by the due date shall be assessed a late fee of two hundred fifty dollars ($250.00).
4. In the event that payment is not received within thirty (30) days following the due date, the member’s rights and privileges shall be suspended until such time as all outstanding fees, dues, and penalties have been satisfied

VI

SPECIAL LEVIES

The Council Members may from time to time levy special assessments on the Members of the

Association, provided, however, that no such special assessment shall be binding on the Members of the

Association unless notice in writing has been given to the Members and the same has been approved by

the Members at an Annual, Semi-Annual or Special General Meeting for which notice concerning the same

has been given, and provided further, that in any event, such special assessment shall not be for any

period longer than one year. Upon such approval being obtained at the Annual or Special General

Meeting, the Council Members may fix and determine the time within which such special assessment

shall become due and payable.

VII

COMMITTEES

The Council shall appoint a minimum of two (2) members to serve on each of the Pharmacology Committee and the Education Committee. Appointment to these committees shall be determined by vote of Council. Membership on each committee shall be restricted to individuals who are residents of the Province of New Brunswick.

VIII

CHEQUES, DRAFTS AND NOTES

All cheques, drafts or orders for the payment of money, and all notes and acceptances and bills of

exchange shall be signed by such officer or officers or person or persons, whether or not officers of the

Association, and in such manner as the Council may from time to time designate.

IX

EXECUTION OF DOCUMENTS

Contracts, documents or any other instruments in writing requiring the signature of the Association may

be signed by the President, or a Vice-President and the Secretary or the Treasurer or a Council Member and all

contracts, documents and instruments in writing so signed shall be binding upon the Association without

any further authorization or formality. The Council shall have the power from time to time by

resolution to appoint any officer or officers or any person or persons on behalf of the Association either to

sign contracts, documents and instruments in writing generally, or to sign specific contracts, documents

and instruments in writing. The Seal of the Association may, when required, be affixed to contracts,

documents and instruments in writing signed as aforesaid, or by any officer or officers, person or persons,

appointed as aforesaid by Resolution of the Council.

X

AUDITORS

For annual Meetings of the Association an auditor may be appointed for the purpose of auditing and

verifying the accounts of the Association, and who may be paid such fee or remuneration as the Council may from time to time determine. No such auditor shall be a member of the Association.

XI

TERMINATION OR SUSPENSION OF MEMBERSHIP

Membership in the Association may be terminated or suspended as follows:

1. Terminated by any Member submitting his resignation in writing to the Council of the

Association.

1. Terminated or suspended by Resolution of the Council when, in the opinion of a majority

of the Council Members, such Member violates any of the provisions of any of these By-Laws or any

amendment thereto, or who it is considered has infringed upon the code of ethics of the Association

or of the practice of Podiatry, or whose annual membership including special levies or assessments, if

any, shall be more than one month unpaid, or who, for any other reason in the absolute discretion of

the majority of the Council Members, is a person undesirable as a member. Provided only, however,

that if the default of such member is only the non-payment of fees, dues, or assessments, such

member shall have the right of curing such default within thirty days after notice in writing shall have

been given to him following the expiration of the one month period of time hereinbefore provided.

Failure to cure such default within the said period of thirty days after such notice in writing, shall

constitute an automatic right to the Council to terminate or suspend the membership of

such defaulting member. If a Member is suspended such suspension shall continue in effect until the

default has been cured, if capable of being cured, or until the Council shall, in their

absolute discretion, lift such suspension. During the period for which he is suspended such member

shall forfeit all his rights as a member of the Association.

XII

CERTIFICATES OF MEMBERSHIP

Every Member of the Association, whether Active, Honorary, or Honorary Life, upon complying with any

undertakings, and upon giving the Association any receipts which may be required by the Council, shall be entitled to receive a Certificate of Membership as an Active, Honorary Life Member, which shall remain the property of the

Association, and every such person shall surrender such Certificate on ceasing to be an Active, Honorary, or Honorary Life Member, as the case may be.

XIII

FISCAL YEAR

The fiscal period of the Association shall terminate on the 31st day of December in each year.

XIV

HEAD OFFICE

The Head Office of the Association shall be in New Brunswick, but the council can change the location from time to time if determined.

XV

SEAL

The Seal, an impression whereof is impressed upon the margin hereof, shall be the Seal of the Association.

The Seal shall be in the custody of the Council, or in the custody of such person as the Council may from time to time designate.

XVI

EXAMINATIONS

1. The Council shall conduct, or cause to be conducted, examinations at least once a year.
2. The Council shall conduct, or cause to be conducted, supplemental examinations within 4 months after each examination under section 1.
3. (1). The subject for examination,
   1. shall be limited in their scope to cover only the requirements for podiatry, and
   2. shall require such medical and surgical knowledge as is required for the practice of podiatry, and
   3. shall be written, oral and clinical

(2). The subjects for examination are,

1. anatomy;
2. bacteriology;
3. biology;
4. physics;
5. chemistry
6. material medica and therapeutics;
7. podiatric medicine;
8. pathology;
9. physiology;
10. diagnosis and treatment; and
11. pharmacology
12. radiography
13. injectables
14. surgical
15. (1) The Council shall appoint at least two podiatrists and one general practitioner as examiners, one of whom shall be a member of the Council.

(2) The Council shall cause the examiners to prescribe the examinations for the admission of podiatrists to practice in New Brunswick upon the subjects set out in sections 3(2)(a) to 3(2)(j) inclusively.

(3) The examiners shall submit to the Council the examinations prescribed under subsection 2.

(4) If the Council approves the examinations submitted under subsection 3, the examiners shall examine the applicants in accordance with the prescribed examinations at a time and place determined by the Council.

1. The Council shall,

(1) review all examination marks given to an applicant and the papers written by them; and

(2) approve a mark given by the examiners or order the re-examination of the applicant

1. (1). $800.00 in respect of all applicants trying to complete examinations, or

(2). $800.00 per re-examination

(3). These fees may be changed from time to time by the council.

(4) Upon acceptance and/examination results the initial dues of $1200.00 must be paid within

60 days

1. (1). Any person who,
   1. is of good moral character;
   2. has graduated from a school or college referred to in section 12, may apply to the secretary-registrar as a candidate for the examinations.

(2). Application for examination shall be made in Form 3 to the secretary-registrar at least 15 days before the examination is to be held.

(3). The application shall be accompanied by,

* Form 3 application for examination
* Application fee
* 2 character references - one from a licensed podiatrist, one personal (must be sent directly to the NBPA from the referee)
* CV
* Criminal record check including PVSC (vulnerable sector) completed within the previous 2 months
* Form 4 certificate from university / college staff
* Certificate of minimum 3 month clinical experience or internship as part of podiatry degree/diploma (must be sent directly from the Institution)
* Certificate or course proof for pharmaceutical prescribing and surgical soft tissue procedure competencies
* Degrees, diplomas, certificates from a program/school approved by the Council
* Unmounted photo (3 ½” x 5”) taken in the last 3 months and certified by the head of teaching staff at university or by 2 podiatrists.
* Current podiatry clinical competence within the last 5 years as required by the Act (shown from CV and application form)

(4). The Council shall review the application and, if it complies with this Regulation, the Council shall cause the secretary-registrar to notify the candidate of the time and place fixed for the examination.

1. (1). A person who has,
   1. been notified under section 8, and
   2. paid the fee prescribed by section 11, may try the examinations.

(2) An applicant passes the examinations if he obtains

1. at least 60 per cent of the total marks in each examination section
2. unanimous pass on oral
3. unanimous pass on clinical, if clinical.

(3). A person who has,

1. tried the examinations;
2. failed in three subjects or fewer; and
3. paid the fee prescribed by section 11, may be re-examined in the subjects in which he has failed.

(4). Where an applicant fails in one or more subjects upon re-examination under subsection 3, they shall not be re-examined further until one year has passed and applicant must reapply to the education committee

1. A person who is trying an examination or re-examination shall be allowed not less than,

(1). 1 ½ hours for written examination; and

(2). A minimum of thirty minutes for an oral examination in any subject for which an oral examination is required.

1. A person shall pay an examination fee of,
   * 1. $800.00 for examination tried under subsection 1 of section 9; and

(2) $800.00 per re-examination under subsection 3 of section 9

Approved Schools

1. The Council shall not approve a school, college or university unless it,

(1) is accredited by the Council on Education of the New Brunswick Podiatry Association.

(2) Gives a minimum three year course of instruction in Podiatry.

XVII

DEFINITION

Podiatry is a field of medicine that strives to improve the overall health and well being of patients by focusing on preventing, diagnosing, and treating conditions associated with the foot and ankle. Podiatrists practice on the lower extremities using modalities which may include medical, biomechanical, and surgical means.

XVIII

CONTINUING COMPETENCE GUIDELINES

1. (1) To satisfy the requirement of continuing competence for renewal of registration on the register of podiatrists, a member must

(a) have practiced as a registered podiatrist for a minimum of 1,125 hours in the five-year period immediately before the registration year for which renewal is sought; or

(b) within the four-year period immediately before the registration year for which renewal is sought, must have successfully completed a podiatric education program in accordance with criteria established by the council.

Continuing competence: conversion of registration

1. (2) To satisfy the requirement of continuing competence to convert registration from the non-practicing register to the register of podiatrists or to be reinstated on the register of podiatrists, an applicant must

(a) meet the requirements of subsection (1); or

(b) complete an assessment of prior learning and, if required, based upon the results of the assessment, successfully complete a course of instruction set by the council

Requirements: Continuing Medical Education (CME)

The aim of this standard is to encourage all practicing members to keep up to date and to be aware of changes in practice, the latest developments and best practices based on the current available evidence.

1. Commencing January 1, 2026, every member must complete 20 hours of Category A credits (certificate of attendance with documented CME) and 30 hours of Category B (self-directed education) every two years, in accordance with the policies established by the council.

2. Commencing January 1, 2026, the two-year cycle begins January 1 of the first year and ends December 31 of the following year.

3. Despite subsection 1., if requested to do so by a member, the council may

(a) review any extenuating circumstances that prevent the member from meeting the CME requirements; and

1. allow a six month grace period to achieve the number of hours required
2. following the six months, fines will be:

* 6-12 months- $100 per hour for each missing hour
* 12-24 months- $200 per hour for each missing hour
* After 24 months- loss of membership.

4. Any general NBPA meeting is subject to category A credits. The determination of CME hours will be determined by the council members.

5. All members must be able to demonstrate that they are engaged in CME. It is the responsibility of each member to maintain a current portfolio detailing all CME activities undertaken.

6. Proof of actual attendance at an activity must be included in the CME portfolio; proof of fee payment is not sufficient proof of actual attendance.

7. It is the responsibility of each member to ensure that the Council on Education receives proof of the member’s CME activity within the required time period, when requested, and in the format set out in the policies established by the council under subsection (1).

XIX

PROVISION OF PODIATRY CARE, TREATMENT, OR SERVICE

1. No podiatrist or the podiatry facility/practice that he/she owns, operates or is employed by can claim to provide or bill for podiatry care, treatment or service without the direct involvement of a podiatrist in that care, treatment or service.

2. “Direct involvement” is defined by council as “a podiatrist personally attending to each patient regardless of whether the podiatrist utilizes assistance from a non-member.”

3. A podiatrist shall not transfer their scope of practice or any part thereof to a non-member.

4. A podiatrist may delegate a specific task to a non-member provided that the podiatrist assumes responsibility for the outcomes of the task. It is the responsibility of the podiatrist to ensure that the task is done to their satisfaction through physical examination and/or completion of that task.

5. No podiatrist or the podiatry facility/practice that he/she owns, operates or is employed by can delegate a non-member to carry out or bill for podiatry care, treatment or service without the direct involvement of a podiatrist in that care, treatment or service.

XX

Records Management, Confidentiality, and Discontinuation of Services

1. Purpose

These by-laws establish the standards for the creation, maintenance, security, storage, access, and destruction of patient health records and financial records by members of the New Brunswick Podiatry Association (NBPA), including specific provisions for electronic records and the discontinuation of services.

2. Patient Health Records

(1) Members shall maintain accurate, legible, and up-to-date patient health records in accordance with provincial regulations and accepted standards of practice.   
(2) Records must include: patient demographics (name, date of birth, address, and consent), and treatment provided. Record may include clinical findings, diagnosis, treatment provided, outcomes, and consent where applicable.   
(3) Records must be retained for a minimum of 10 years after the date of the last patient interaction, or 10 years after the patient reaches the age of majority, whichever is longer.

3. Financial Records

(1) Members must maintain complete and accurate financial records relating to patient care, including billing, payments received, insurance claims, and applicable tax documentation.   
(2) Financial records must be kept for a minimum of 7 years, in accordance with the Canada Revenue Agency (CRA) guidelines.

4. Confidentiality

(1) Members shall ensure all patient health and financial information is kept confidential and secure.   
(2) Disclosure of patient information must comply with the Personal Health Information Privacy and Access Act (PHIPAA) and only be made:

1. With the patient’s consent,
2. As required by law,
3. In accordance with a court order or legal obligation, or
4. To other regulated healthcare providers for the purpose of continuity of care.

5. Storage and Security of Records

(1) All records, whether paper or electronic, must be stored securely to prevent unauthorized access, alteration, loss, or destruction.   
(2) Access to records must be restricted to authorized personnel only.   
(3) Paper records must be stored in locked filing cabinets or rooms with controlled access.   
(4) Electronic records must be stored on secure servers or cloud-based platforms that meet industry-standard encryption and data protection requirements.

6. Electronic Records

(1) Members using electronic health record (EHR) systems must ensure the platform includes:

1. Individual user logins with access rights appropriate to the user’s role,
2. Audit trails that log all access, changes, and deletions, and

(c) Electronic signatures for authorizing entries and confirming authenticity.

(2) Members are responsible for ensuring their electronic record systems are compliant with applicable privacy and data security legislation.

7. Mixed Documentation (Paper and Electronic Records)

(1) Where paper and electronic records are used together, the member must:

1. Clearly indicate where each part of the patient’s record is held,
2. Ensure consistency and accuracy across both mediums, and
3. Avoid duplication or conflicting entries.
4. When transitioning from paper to electronic records, scanned documents must be legible, dated, and clearly attributed.

8. Record Destruction

(1) Upon reaching the end of the retention period, records must be destroyed in a secure manner:

1. Paper records must be shredded or incinerated,
2. Electronic records must be permanently deleted using industry-approved data destruction methods.

9. Discontinuation of Services by a Member

(1) Members who retire, relocate, close their practice, or otherwise discontinue services must:

1. Provide patients with reasonable notice (typically a minimum of 30 days),
2. Ensure continuity of care through referral or access to records,
3. Offer patients the opportunity to obtain a copy or transfer of their health records,
4. Securely store all patient records for the legally required retention period,
5. Notify the NBPA of their change in practice status and provide contact details for future record access if required.

10. Breach of Record Security or Confidentiality

(1) Any breach or suspected breach of record security or patient confidentiality must be:

1. Reported immediately to the appropriate regulatory authority,
2. Documented in detail,
3. Investigated promptly, and
4. Addressed with corrective actions to prevent recurrence.

XXI

INTERPRETATION

In all By-Laws of the Association, the singular shall include the plural and the plural the singular, and the word: person: shall include firms and corporations.

Passed and enacted this 5 day of August, 1983. Reviewed & revised this 19 day of September, 2025.

Witness the Seal of the Association.