


**Document History:**

**Title:** Authorization to Order Diagnostic Tests      **Site(s):** Shared Health

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<b>Approved by: Signature:</b>	Dr. Kabani 	<b>Date:</b>	18-JUL-2018
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**Details of Recent Revision**

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Revised to add RN(AAP), Registered Nurses [replacing RN(EP) and NPs], Dentists, and Laboratory Director, Discipline Medical Director, Discipline person on call, or Lead Clinical Scientist; fixed multiple hyperlinks; entire documented updated for clarity.

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## 1.0 Purpose

- 1.1 To provide a policy regarding who is authorized to order and receive reports of screening and diagnostic tests.
- 1.2 To ensure compliance with *The Regulated Health Professions Act* and any associated Reserved Acts, and College of Physicians & Surgeons of Manitoba Standards and By-Laws.

## 2.0 Policy

- 2.1 Only authorized personnel are able to order screening and diagnostic tests. In Manitoba, authorized personnel are limited to:
  - 2.1.1 Registered Physicians
  - 2.1.2 Physician Assistant
  - 2.1.3 Registered Nurse
  - 2.1.4 RN with Additional Authorized Practice [RN(AAP)] – Saskatchewan
  - 2.1.5 Optometrists
  - 2.1.6 Midwives
  - 2.1.7 Pharmacists
  - 2.1.8 Dentists/Oral Surgeons
  - 2.1.9 Laboratory Director, Discipline MD, Discipline person on call, Lead Clinical Scientist
- 2.2 Consideration shall be given to what is in the best interest of the patient.
- 2.3 This policy is intended to be used as a guidance document. Diagnostic staff is not expected to screen every test request. The expectation is that staff will utilize good judgment and those requests which are unusual or out of the ordinary will be reviewed (e.g. a patient presents with a requisition that does not appear to belong to a Manitoba facility).
- 2.4 This policy is used in parallel with additional policies with rejection criteria. See [10-50-03 Specimen Acceptance Policy](#) and [130-10-08 Standard Request for Imaging Consultation](#).
- 2.5 This Policy is also used in parallel with [100-10-01 Test Menu Changes, Additions or Deletions to Site Test Menus](#) for Approved Test Menus for sites.

## 3.0 Definitions

- 3.1 **CPSM** College of Physicians & Surgeons of Manitoba
- 3.2 **CRNM** College of Registered Nurses of Manitoba
- 3.3 **PA** Physician Assistant
- 3.4 **RN(AAP)** RN with Additional Authorized Practice (Saskatchewan)
- 3.5 **RN** Registered Nurse
- 3.6 **CPHM** College of Pharmacists of Manitoba

## 4.0 Procedure

- 4.1 If the request meets the criteria (authorized requester and available contact information) process the request.

## 5.0 Registered Physicians

- 5.1 Physicians registered with the CPSM and authorized to practice medicine within the province may order and receive reports of screening and diagnostic tests. This may include out of province physicians who are registered to practice in Manitoba.
- 5.2 Resident physicians belonging to the CPSM educational register may order on behalf of a licensed physician, all reports are sent to the licensed physician to whom the resident is an auspice. Requisitions completed by resident physicians must identify both the names of both the Resident Physician and the Licensed Physician.
- 5.3 Out of province physicians may order and receive reports of screening and diagnostic tests.

- 5.3.1 Typically this will be Physicians providing regular care to MB residents in towns near the MB border or physicians requesting specialty service for non-MB resident (ie. genetics, MRI).
- 5.3.2 In some cases this may be for non-MB patients in the province for extended stays who have standing orders for bloodwork issued by a non-MB physician.
- 5.3.3 To ensure potential Critical Results can be addressed in a timely manner follow [10-50-26 Procedure to Process Orders from Non-Manitoba Authorized Personnel](#). (see also [100-10-06 Reporting Critical Values Policy](#), and DI specific [130-10-11 Non Routine Radiologist Communications](#)).

5.4 Registered Physicians should not order screening and diagnostic tests on themselves or their immediate family. As per CPSM Code of Ethics, Schedule G: "Limit treatment of yourself or members of your immediate family to minor or emergency services and only when another physician is not readily available."

## 6.0 Physician Assistant (PA)

- 6.1 Physician Assistants are registered as associate members of the CPSM and are governed by the College's standards.
- 6.2 In order for a PA in Manitoba to order and receive results for diagnostic tests they must be registered with the CPSM on the Physician Assistant Register. Check <http://cpsm.mb.ca/physician-directory> to determine if a PA is registered with the college.

## 7.0 Registered Nurses

- 7.1 Nurses in Manitoba are regulated by The Regulated Health Professions Act, College of Registered Nurses of Manitoba General Regulation, and Practice of Registered Nursing Regulation. As per the CRNM's Scope of Practice for Registered Nurses, an RN (including RN(interim) and RN(temporary) classes) "may order or receive reports of screening or diagnostic tests."

## 8.0 RN with Additional Authorized Practice [RN(AAP)] – Saskatchewan

- 8.1 Registered Nurses in Saskatchewan who are licensed with Additional Authorized Practice RN(AAP) are authorized to order, perform, receive and interpret tests.
- 8.2 Saskatchewan Registered Nurses Association (SRNA) provides an on-line RN Verification at [www.srna.org](http://www.srna.org) to check if a nurse is licensed. This is found under the "Registered Nurse Verification" [link](#).
- 8.3 SRNA will also post a list of RN(AAP)s with their employment address(s) on this website.

## 9.0 Optometrists

- 9.1 Optometrists are regulated by The Optometry Act and The Optometry Amendment Act and the Optometry Regulation.
- 9.2 As per the Optometry Regulation, an Optometrist who holds a therapeutic drug license may order and receive results for laboratory and diagnostic tests listed in Schedule B of the Regulations. Refer to the regulations for the complete list: [https://web2.gov.mb.ca/laws/regs/current/\\_pdf-regs.php?reg=456/88%20R](https://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=456/88%20R)

## 10.0 Midwives

- 10.1 Midwives in Manitoba are regulated by The Midwife Act. As per the Midwifery Act (C.C.S.M. c. M125), "In the course of engaging in the practice of Midwifery, a midwife may order and receive reports of screening and diagnostic tests designated in the regulations".

10.2 All persons acting as Midwives must be registered as per the requirements of the act. Check <http://www.midwives.mb.ca/midwives.html> to ensure that the midwife is registered in Manitoba.

10.3 As per the Midwifery Regulation a registered midwife may order and receive results for laboratory and diagnostic tests listed in Schedule A of the Regulations. Refer to the regulations for the complete list: [https://web2.gov.mb.ca/laws/regs/current/\\_pdf-regs.php?reg=68/2000](https://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=68/2000)

#### 11.0 Pharmacists

11.1 Pharmacists are regulated in Manitoba by The Pharmaceutical Act. As per the act the practice of pharmacy includes:

11.1.1 Monitoring drug therapy and advising on the contents, therapeutic values and hazards of drugs

11.1.2 Ordering and receiving reports of screening and diagnostic tests that are designated in the regulations (Listed under Schedule 1)

[http://web2.gov.mb.ca/laws/regs/current/\\_pdf-regs.php?reg=185/2013](http://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=185/2013)

11.2 In accordance with hospital policy a pharmacist may order and receive a screening or diagnostic test for a person who is an in-patient of a hospital

11.3 All screening and diagnostic test results are to be forwarded to the patient's attending physician in addition to the pharmacist, ensuring that all healthcare providers are receiving the information.

#### 12.0 Dentists/Oral Surgeons

12.1 Dentists & Oral Surgeons may only order dental pathology tissue specimens for pathology testing.

12.2 The Pathology service is available to all dentists in Manitoba and Northern Ontario (Kenora).

#### 13.0 Laboratory Director, Discipline MD, Discipline person on call, Lead Clinical Scientist

13.1 The Laboratory Director, Discipline Medical Director, Discipline person on call, or Lead Clinical Scientist may order tests deemed necessary for part of the care of the patient.

#### 14.0 References

14.1 The Regulated Health Professions Act (S.M. 2009, c. 15)

14.2 The Registered Nurses Act (C.C.S.M. c. R40)

14.3 Registered Nurses Regulation, Manitoba Regulation 128/2001

14.4 (CRNM) Scope of Practice for Registered Nurses

14.5 The Registered Nurses Act, 1988 (Saskatchewan)

14.6 Standards and Competencies for the RN with Additional Authorized Practice

14.7 Midwifery Regulations (C.C.S.M. c. M125)

14.8 The Medical Act (C.C.S.M. c. M90)

14.9 The College of Physicians and Surgeons of Manitoba, Code of Ethics

14.10 The Optometry Act (C.C.S.M. c. 070)

14.11 The Optometry Amendment Act (S.M. 2008, c. 13)

14.12 Optometry Regulation 456/88R

14.13 National Association of Pharmacy Regulatory Authorities, Model Standards of Practice for Canadian Pharmacists (<http://www.napra.org/practice/standards/standard1.html>)

14.14 The Pharmaceutical Act (C.C.S.M. c. P60)

14.15 Laboratory Requisition Forms Regulation, The Health Services Insurance Act (C.C.S.M.c. H35)

#### 15.0 Associated Documents

15.1 10-50-26, *Procedure to Process Out-Patient Order Received from Non-Manitoba Authorized Ordering Personnel*

15.2 10-50-03, *Specimen Acceptance Policy*