

ABCFP Bylaws

Bylaw 11

Audit and Practice Review

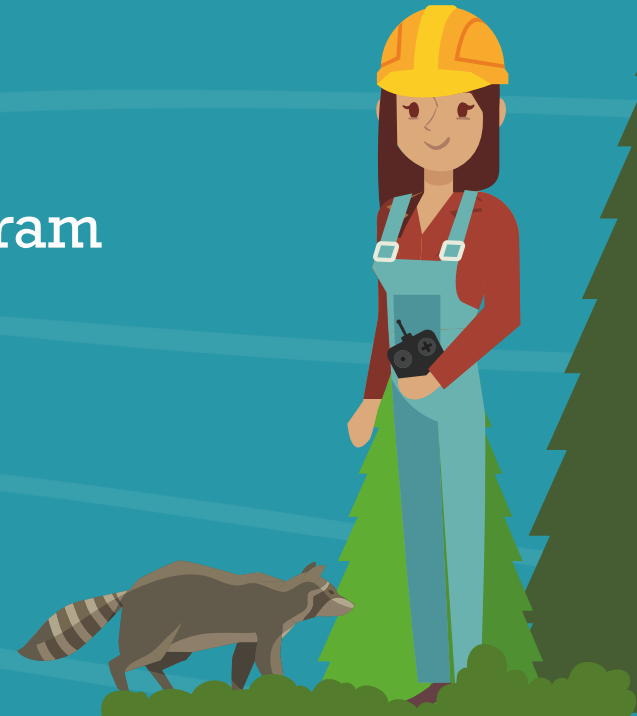
What's Changed and
How to Prepare



Audit and Practice Review

Today's Topics

1. Audit and Practice Review Program
2. What's New - Bylaw 11
3. How to Prepare



Audit and Practice Review

Quality Assurance of competence and professional conduct includes:

- practice standards and guidelines
- continuing professional development programs
- **audits and practice reviews**
- practice advisory services
- competence declaration (self assessment)



Audit and Practice Review

IMPROVEMENT - REMEDIATION – DISCIPLINE

When is competence and conduct assessed ?

- point of entry
- annually (self assessment)
- **audit or practice review**
- anytime (complaint)



Voluntary and Mandatory Peer Review Guide

ABC FP Continuing Competency Program

Updated February 2020

Guide

- Random selection for competence audit
 - Peer to peer or ABCFP assessor
 - Mandatory and voluntary
- Practice Area selection for professional conduct audit
- Annual Audit Reports since 2008 on web





Audit and Practice Review

Bylaw 11 – What's NEW

PGA (section 63) and ABCFP bylaws establish:

- Audit and Practice Review Committee (bylaw 2)
 - appointed by council
 - registrant and lay committee members
- Audit and Practice Review requirements (bylaw 11)
 - competence and professional conduct audits
 - practice reviews





Audit and Practice Review

Bylaw 11 – Audits

- Selection includes practicing RPF/RFT, Associate, Visiting and Transferring registrants
- Routine or random selection by:
 - Practice area
 - Professional service
 - Geographic area
 - Other criteria
- Competence Audit – what you know
- Professional Conduct Audit – what you do





Audit & Practice Review

Bylaw 11 – Practice Reviews

When? (bylaw 11-7)

- notification by a peer reviewer or auditor
- referral by the registrar for bylaw 10
- referral by the registrar for bylaw 12

How? (bylaw 11-8)

- Conduct of registrant and assessor

What ? (bylaw 11-9)

- further education or training
- agreement imposing limits or conditions on practice
- refer results to the Investigation





Audit and Practice Review Tips to Prepare

➤ COMPETENCE

- record CPD activities and learning outcomes
- prepare a learning plan for improvement

➤ DUE DILIGENCE

- maintain records of professional work
- peer review work that may cause a significant risk

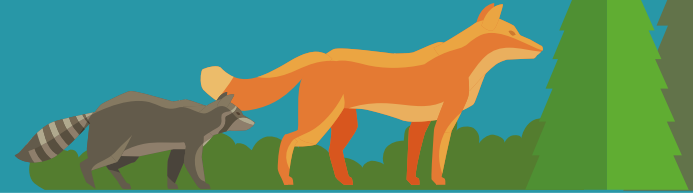
➤ CONFLICT OF INTEREST

- identify, disclose and takes steps to mitigate
- ensure no bias in decisions and recommendations

➤ **Volunteer for a competence audit**



Summary



- New Audit and Practice Review Committee
- Audit and Practice Reviews are quality assurance measures
- Audits may be selected randomly, or by practice area, professional service and geography
- Practice Reviews may be authorized from a compliant, investigation, audit finding or CPD reporting
- Practice Reviews may result in required education or training, practice limitations or conditions or investigation
- **Be Prepared !!!**