

# Summary



## ABCFP Practice Review Findings for 2009

In 2009, the ABCFP carried out practice reviews on members chosen at random as well as a few members who volunteered for a review. The following is a findings summary of these reviews.

Overall, results were excellent where all members reviewed:

1. Annually completed their self-assessments,
2. Annually engaged in continuing education activities to maintain their competency,
3. Worked within their authorized scope of practice and in areas of practice where they were competent,
4. Were able to retrieve work records (adequate filing),
5. Practised an adequate amount of quality assurance and due diligence,
6. Consulted with specialists and other qualified professionals when applicable, and
7. Had adequate resources to carry out their work.

There were no significant negative findings which triggered technical reviews but there were some recommendations provided. Based on these recommendations, here is some advice for members:

1. According to Bylaw 10, members need to sign and seal or stamp all professional work. The reviews found many examples of professional work where originals were not signed and sealed or stamped. The ABCFP does not have a policy with respect to electronic signing and sealing. Scanning in a signature and stamp satisfies Bylaw 10 requirements, but this method is not secure because documents can still be digitally altered.
2. Once you have completed your annual self-assessment, it is important to record action items in a professional development plan and include the date when these action items are achieved.
3. It is encouraging to see that members are maintaining their competency by engaging in continuing education (CE) activities. In addition to workshops, CE activities include involvement with committees and reading applicable literature. It is recommended that members keep their own CE records rather than relying on their employers to record CE activities. Members can use the voluntary ABCFP Certificate of Professional Development form to record CE activities.  
[http://www.abcfp.ca/practice\\_development/continuing\\_education/professional\\_development.asp](http://www.abcfp.ca/practice_development/continuing_education/professional_development.asp)
4. Consultants can retain backup files through Internet providers which is a good way to retain files offsite.
5. Make sure to use the recently revised form when completing annual self-assessments and keep self-assessments on file for at least six years.

If anyone has questions about the practice review process, please contact Brian Robinson RPF, Manager of Professional Development and Member Relations at [brobinson@abcfp.ca](mailto:brobinson@abcfp.ca).