

## Summary of ABCFP Practice Review Findings for 2010

In 2010, ABCFP staff carried out 20 practice reviews on members chosen at random. The following is a findings summary of those reviews.

As in 2009, the 2010 results were encouraging. All members reviewed had:

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.

As in 2009, there were no significant negative findings in the practice reviews which triggered technical reviews. However, one technical review was completed based on concerns raised by members about another member's professional work.

There were some recommendations provided in the practice reviews. Based on these recommendations, here is some advice for members:

1. Lack of signing and sealing/stamping professional work continued in 2010. According to Bylaw 10, members need to sign and seal or stamp all professional work. The reviews found 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. Make sure to include your professional designation in your e-mail signature.
3. 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.
4. File annual self-assessments (hard copy or digital) where they can be easily retrieved.

5. As an option, members can use the ABCFP voluntary Certificate of Professional Development form to record CE activities: [Certificate of Professional Development](#)
6. As issues arise, whether in the field or while inside or outside the office, members should have a method to document these issues and follow through on them with a documented resolution.
7. For members working in smaller organizations, it is important to ensure all digital files are backed up off site to prevent catastrophic loss.

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).