

Summary of ABCFP Practice Review Findings for 2011

In 2011, ABCFP staff carried out practice reviews on 35 members chosen at random. The following is a findings summary of these reviews.

Like 2009 and 2010, 2011 results were encouraging 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 in the practice reviews to trigger any technical reviews (same as 2009 and 2010).

In 2011, optional advice was provided to interested members receiving reviews. The most common optional advice provided was a link to the ABCFP web site where members could use a MS Word or Excel tool (ABCFP voluntary certificate of professional development) http://www.abcfp.ca/practice_development/continuing_education/professional_development.asp to record their professional development activities.

46% of the practice reviews in 2011 were perfect with no mandatory instructions given. The rest of the reviews (54%) had mandatory instructions provided where ABCFP staff followed up on their implementation, where appropriate. Here is a summary of the mandatory instructions provided in the 2011 practice reviews. Members can use this summary as direction for their practice:

1. Lack of signing and sealing/stamping professional work continued in 2011. 37% of 2011 practice reviews showed a lack of using a professional seal or stamp. 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. 20 % of 2011 practice reviews showed a lack of using professional designation in members' e-mail signatures. Members must include their professional designation in e-mail signatures and all other completed professional work documents.

3. 14% of 2011 practice reviews lacked adequate professional development plans generated from self-assessments. Once members complete their 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. For members working on their own or in small organizations, it is important to ensure all digital files are backed up off site to prevent catastrophic loss. One mandatory instruction was provided to remedy this in 2011.

If anyone has questions about the practice review process, please contact Brian Robinson RPF, Director of Professional Development and Member Relations at brobinson@abcfp.ca.