

POLICY AND PROCEDURE MANUAL

POLICY	Continuing Professional Development Program Audit and Audit Selection		
SECTION	Council & Committees	POLICY #	II – 5 (iii)
DATE CREATED	June 2019	DATE LAST REVISED	N/A
NEXT REVIEW DATE	2022/2023	PAGE #	1 of 1

POLICY STATEMENT

Each year, the Quality Assurance Committee randomly will select a number of members to participate in an audit of their continuing education and continuing professional development (CPD) activities. In addition, all members who have not attested to the completion of their CPD activities shall be subject to audit. Those members who were randomly selected shall not be required to participate in an audit more than once every ten years.

PROCEDURE

1. Each year, the Quality Assurance Committee shall determine the number of members to be randomly selected based upon current College resources available. This will be in addition to all those who have not attested to the completion of their CPD activities.
2. Members undergoing the audit shall provide the Committee with a detailed list of their CPD activities as well as supporting documentation, whenever this is available.
3. The Quality Assurance Committee shall, with the assistance of College staff, review the records of CPD activities provided by the College members who have been selected for audit.
4. Should the Committee form a concern that a member has not fulfilled the requirements of the mandatory Continuing Professional Development Program, the Committee shall address the concerns in accordance with the provisions of the Health Professions Procedural Code, being Schedule 2 of the *Regulated Health Professions Act, 1991*.