

## Audit Selection Criteria and Reporting Requirements of Registrants for Continuing Education and Competency Audits

**Approved by: CAHPPEI Council**

**Date: March 29, 2022**

**Relevant Legislation and Regulation:** RHPA Section 60, Allied Health Professionals Regulations, Section 15, 29, 43 Record 2. (a) and (b).

### Policy

#### 1.1 Continuing Education and Competency Program Audit

The College is required to monitor the participation in, and compliance with, the Continuing Education and Competency Program as part of a process designed to meet legislative obligations. The College will engage in a yearly audit of each profession via a random selection of registrants. The audit process will be performed by the Audit Committee. The purpose of this process is to monitor registrant adherence to the Continuing Education and Competency Program Policy.

- 1.1.1 Each year, a random selection of registrants who hold a current PEI certificate of registration as a MRT, MLT or RRT, and who have not been engaged in a review in the past three (3) years, will be performed.
- 1.1.2 The percentage of registrant audits for each profession will vary based on the total number of registrants in each profession, the College's goals for timely review of all registrants, and College resources.
  - a) Medical Laboratory Technologists audit is set at 20% of total registrants
  - b) Medical Radiation Technologists audit is set at 20% of total registrants
  - c) Respiratory Therapists audit is set at 25% of total registrants
- 1.1.3 The scope of the audit process shall include the registrants learning plan, professional development credit hours and activities log, any evidence to confirm or corroborate completion, continuing education, and competency.
- 1.1.4 Registrants may be asked to submit additional materials and or engage in further CEC activities if the audit process determines that documents or activities are incomplete or inadequate.