

## CONTINUING COMPETENCE AUDIT PROCESS

As part of the Alberta College of Paramedics' Continuing Competence (CC) program, regulated members are required to undergo an assessment to evaluate their competence activities. This assessment is conducted in the process of an audit of a regulated member's competence activities recorded for the previous CC cycle.

All members selected to participate are required to provide proof of completion for the activities recorded in their member portal profile **within the date outlined on the notification email**.

### Failure to Comply

Failure to comply with the submission of your documentation is considered non-compliance and is in direct conflict with the *Code of Ethics (4.7)*, *collaborate with the Alberta College of Paramedics to fulfill all legislative responsibilities*. Therefore, failure to comply with the audit process may result in an unprofessional conduct review.

### Who is being selected?

Regulated members are selected at random to participate in the Continuing Competence Audits. Additionally, members may be required to participate in the CC Audit as a condition due to not meeting the requirements in a past audit.

### How do I know if I'm selected?

All selected regulated members will receive an email notice from the College that they have been chosen to participate in the Continuing Competence Audit. The email will include the formal notice of selection. Selected members will receive access to the *My Audit* page in the member portal where documentation for all recorded CC activities can be uploaded. Not all regulated members are selected for the audit process and if you have not received anything from the College, you have not been chosen. If you are unsure, please contact the College at [CC@ABparamedics.com](mailto:CC@ABparamedics.com).

### What to do if selected

Once you have received the official email notification that you have been selected:

**Review and compile proof of completion documentation for all of your activities recorded for the 2023/2024 CC cycle.** All documentation must be clear and legible. PDF scans and photos are acceptable.

Acceptable forms of proof of completion documentation:

#### All proof of completion documentation must include the following:

- Continuing Professional Development provider name and branding
- Name of activity undertaken
- Your name
- Date completed
- Number of hours completed for all Self-Directed activities

#### The College will accept the following as proof of completion documentation:

- Certificates or letters of completion
- Confirmation of completion/attendance letter or email from employer or supervisor/training provider/facilitator or coordinator

- Activity logs (workplace activity logs)
- Transcripts or certificates (if you are a current student and have not yet received a transcript, please submit documentation of proof of program enrollment from your school)
- Redacted minutes and/or agendas for Committee/Working Group/Council

[CC Record of Attendance Form](#) (For members to keep record of CC activities that don't offer verification)

[CC Study/Review Summary Form](#) (For members who choose to study/review as a CC activity)

**CC Record of Preceptorship Form** (Please email [CC@ABparamedics.com](mailto:CC@ABparamedics.com) to request the CC Record of Preceptorship Form)

**CC Instructor Prep Form** (Please email [CC@ABparamedics.com](mailto:CC@ABparamedics.com) to request the CC Instructor Prep Form)

#### **Submit your proof of completion documentation**

- All members selected for the Continuing Competence Audit will be given access to the *My Audit* page in the member portal. The audit form will consist of all the activities claimed during the CC cycle which is being audited.
- Members can upload documentation directly into the My Audit form in the member portal. Once documentation is added for each activity, the form can be submitted for review.
- *All documentation must be submitted no later than the date outlined in your official notification email.*

***If you already uploaded your proof of completion docs, when you entered your CC activities for the 2023/2024 registration year, scroll down to the bottom of the My Audit page and click Submit.***

#### **What happens after we have received your documentation?**

Once the College has received your documentation your information will be reviewed and you'll be contacted via email with any additional questions, outcomes and/or next steps, once the review has been completed. Please ensure your portal is up to date with your correct email address. If you need to update your email address contact [CC@ABparamedics.com](mailto:CC@ABparamedics.com).

#### **Review and Decision Process**

Audits are conducted by College administration and members from the Competence Committee. There are two possible results from an audit:

- The member has *met* audit requirements
- The member has *not met* audit requirements

Members that have a decision of *not met* requirements will be given direction on next steps that must be completed in order to meet all continuing competence requirements.

Decisions are based on the following criteria:

- Review of activities recorded
- Relevance of activities to the profession and/or member's practice
- Review of member's written evaluation
- Supporting documentation

#### **Questions**

Please contact [CC@ABparamedics.com](mailto:CC@ABparamedics.com) if you have any questions regarding the CC audit process.