



Notes from the College January 10, 2016

Purpose: To provide information to members about professional regulation, the functions of the college and its committees, practice guidelines and practice advisories. Each email will highlight one committee, one professional practice guideline, and one practice advisory. Committee highlights will give you some idea of what kind of commitment a member makes to serve on a committee, or council.

Professional Practice and Ethics (PP&E) Committee:

The role of the PP&E is to consider ethical and practice questions/issues raised by members of the profession or the College itself, and to provide recommendations and advisories to Executive Council in regard to these. The PP&E meets as required and meetings are most often held via teleconferencing. The PP&E plays a key role in assisting the College to meet its mandate of public protection.

Professional Practice Guidelines:

The College will be undertaking a review of the Professional Practice Guidelines in 2016 and to that end an Ad Hoc Committee has been established. More information regarding this committee and their work will be provided in a future note.

There are several guidelines that speak to record retention.

13.1 Length of Record Retention - A member must ensure that all information in their professional records in respect of a client are maintained for not less than seven years after the last date that professional services were rendered to that client. In cases with extenuating circumstances where factors such as age at the time of service delivery or capacity are at issue, records may need to be retained for longer periods or possibly indefinitely.

13.2 Legal Requirements - A member must comply with all legal requirements for record retention including maintaining records for a longer period than that required in Guideline 13.1.

13.3 Minors' Records - A member must keep records relating to minors for not less than seven years following the date the minor reached the age of majority.

13.4 Discretion to Keep Longer - Members must use their judgment in those circumstances where it may be appropriate to maintain their professional records for longer than seven years.

Practice Advisory:

Under the advisories tab there are other types of information including a 2009 presentation on clinical supervision, privacy breach guidelines, and an annotated health information privacy act section index. Although the latter is as dry as unbuttered toast, I just wish to draw your attention to the other types of advisory information on your college's website.

Cheers, and Happy New Year,

Glenn Pancyr
President SCP