



The Practice Review Process

The steps below are for general information only – exceptions may apply.

WHAT IS A PRACTICE REVIEW?

A practice review is a formal, onsite peer review of a registrant’s practice. It examines elements of practice that are essential, including the application of knowledge in specific areas of practice and the end results of those practices.

SCREENING STAGE

(Anonymous and Confidential)

STEP 1¹

Registrants receive instructions and a deadline to submit their **Screening** submission and demographic information

Screenings are conducted anonymously by a QAPP Screener

Registrants are notified of their **Screening** outcomes (**Pass** or **Refer for Review**)

¹ STEP 1 is required for incumbent registrants only

STEP 2^{2,3}

Where a registrant’s **Screening** outcome is a **Pass**, an onsite practice review is not required, and the registrant is sent a letter of completion

Where a registrant does not **Pass** the **Screening** stage, an **Onsite Practice Review** with a qualified QAPP Assessor is scheduled

A QAPP Assessor contacts the registrant by email or phone to schedule the review date at the registrant’s place of practice

² All new registrants proceed to STEP 2 and are required to participate in an **Onsite Practice Review** within their first two years of practice

³ Like other QAPP modules such as Continuing Competency Credit (CCC) and Practice Hour (PHR) requirements, registrants selected by random audit or referral are also required to participate in an **Onsite Practice Review** and proceed directly to STEP 2

ONSITE REVIEW STAGE

(Confidential)

STEP 3

Where an onsite review results in **no Standard Recommendations** or **Major Concerns**, the registrant is sent a letter of completion

Where an onsite review results in either **Standard Recommendations** and/or **Major Concerns**, a **Remediation Plan** must be completed by the registrant

Depending on the number of recommendations and the level of risk involved, **Remediation Plans** are either 1) developed by the QAPP Assessor or 2) referred to the profession specific QAPP Practice Review Panel. In such instances, the Practice Review Panel develops and approves the **Remediation Plan** based on the QAPP Assessor’s report

Where a **Remediation Plan** developed by a QAPP Assessor is successfully completed, the registrant is sent a letter of completion

PRACTICE REVIEW PANEL (Confidential)

STEP 4

Where a **Remediation Plan** developed and approved by the QAPP Practice Review Panel is successfully completed, the registrant is sent a letter of completion

INQUIRY COMMITTEE

STEP 5

Where a registrant fails to comply with the terms of their **Remediation Plan**, the matter must be referred to the College’s **Inquiry Committee**