



Standard Category:	Standard Title:	Standard #:
Standard of Practice	Documentation & Records Management	SOP-PRAC-01
Regulation Bylaw Reference:		HPA Reference:
Bylaws: Part 13		
Authorization:	Date Approved:	Date Revised:
CSHBC Board	March 14, 2013	June 29, 2020

SCOPE

All Full, Conditional, and Temporary registrants of CSHBC.

STANDARD

All registrants of the College of Speech and Hearing Health Professionals of BC (CSHBC) are required to document appropriate reports of assessments, diagnoses, and decisions regarding client status, interventions, referrals, and outcomes based on the established practice guideline. In addition, administrative or business, equipment, and financial documentation may be required.

Documentation may be written or electronically generated information that describes the care and service provided and is an integral part of practice. Documentation fulfills several key requirements including but not limited to effective communication, record of safe and appropriate care, and fulfills required legal requirements.

It is the registrant's responsibility to be familiar with and apply the content of the clinical practice guideline on documentation and record management. Registrants have a professional responsibility to be aware of and comply with employer and agency policies and, where they exist, any additional legislation or provincial standards regarding documentation and record keeping.

CSHBC RELATED DOCUMENTS

Documentation & Records Management (CPG-04)

RESOURCES

College of Dental Surgeons of BC (CDSBC)

Alberta College of Speech-Language Pathologists and Audiologists (ACSLPA)