



Standard Category:	Standard Title:	Standard #:
Clinical Practice Standard	Documentation & Records Management	SOP-PRAC-01
Regulation   Bylaw Reference:		HPA Reference:
Bylaws: Part 13		
Authorization:	Date Approved:	Date Revised:
CSHBC Board	March 14, 2013	March 5, 2021

## 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 screenings, assessments, diagnoses, and decisions regarding client status, interventions, referrals, recommendations and outcomes based on the established practice guideline entitled Documentation and Records Management (CPG-04) . In addition, administrative or business, equipment, and financial documentation may be required depending on the practice context.

Documentation must 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.

Registrants must be aware of the documentation and signing requirements for students, communication health assistants and conditional registrants.

It is the registrant’s responsibility to be familiar with and apply the content of the clinical practice guideline on documentation and records 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

*CHA Delegation & Assignment (Sop-PRAC-04)*

*Communication Health Assistants (Education, Training, & Competence) (SOP-PRAC-05)*

*Communication Health Assistants (Verifying Education, Training & Competence) (CPG-09)*

*Documentation & Records Management (CPG-04)*



## RESOURCES

College of Dental Surgeons of BC (CDSBC)

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