



Documentation Guidelines for Your QA Records

The QA regulation requires that every member retain complete and accurate records with respect to self-assessment, professional improvement and development and professional practice surveys and must submit these to the QA Committee upon request.

For how long am I required to retain copies of my SDL Tools?

The QA Committee has established a policy requiring each member to retain their QA records for a period of **five years**.

What QA records am I required to retain?

Members must keep on file the following “**mandatory records**”:

- a) a **completed SDL Tool** for each year beginning with the 1998/1999 Tool or beginning with the year that you became a member of the College if this occurred after September 1998; and
- b) documents that demonstrate **completion of learning activities** related to your learning goals, such as:
 - certificates of courses/workshops/lectures or seminars attended
 - agendas and minutes of meetings attended
 - degrees, diplomas or any record of completion of academic study or certification
 - documentation of discussions had with peers or colleagues informally or during journal clubs (include a summary of the insight gained as a result of these discussions)
 - references of and insights gained from reading journal articles and texts
 - documentation of peer feedback
 - summary of the information and insights gained from in-services and rounds
- c) documents that demonstrate the **achievement of your learning goal**, such as:
 - a written report
 - presentations given or publications written
 - new or revised policies and procedures
 - an audit of the member’s skill or ability to perform in a certain manner
 - survey results
 - a grant proposal
 - a new product developed

- a passing mark on an exam or a final program transcript
- documentation describing a new program developed
- a new or revised educational pamphlet

In addition to these “mandatory records”, the QA Committee also *suggests* that members retain for a period of five years the following “**voluntary records**”. These documents can assist members in demonstrating their ongoing learning and competence:

- a current resume
- a list of certificates or recognition awards attained
- a list of degree or certificate programs that you may be pursuing
- a list of professional organizations in which you hold a membership
- a list of presentations given or publications written
- a brief description of volunteer work
- a list of learning activities pursued that may not have been associated with a goal (for example, an informal workshop, meeting or journal club)

The QA Committee has developed sample forms that can be used by members to organize and retain their “voluntary records”. For a copy of these forms, visit the QA Program page on the CDO website.

Members can keep both their “mandatory” and “voluntary” records in a **Professional Development Portfolio**. This may include a binder, an “accordion-type” file folder or individual files.

Why is it important that I retain this information?

The “mandatory records” that members are required to retain may be reviewed by the QA Committee or by an assessor during a Practice Assessment. This information may be used to assist the Committee to verify the member’s participation in the QA Program and his/her commitment to ongoing learning and continuing competence. Members may also submit their “voluntary records” during a Practice Assessment to demonstrate how they are keeping up-to-date but members are not required to do so and will not be penalized for deciding not to share these “voluntary records”. **D**