



DID YOU KNOW..?

REQUIREMENTS REGARDING SIGNING THE RECORD

DATED December 2013

There are two Key Principles which must be adhered to:

1. Every entry in your patient/client record must indicate who made the entry.

The Proposed Records Regulation, 2011, Section 6 (4) requires:

(4) The member shall ensure that every entry in a patient/client health record is dated and includes the identity of the person who made or dictated the entry.

This may be achieved in a variety of ways. Some electronic systems may do this through the "electronic signature", which allows only one person access to the record. By virtue of this singular access, it is evident who made the entry. If you are using a system, electronic or otherwise, where multiple health care professionals are documenting, you must sign or initialize your entries. With paper records, or records where others may be able to make entries, you must sign or initialize all your entries. If you are using initials, there must be some reference in the record that indicates to whom the initials refer.

2. The record must clearly identify who provided each treatment, if it was not you.

The Proposed Records Regulation, 2011 states in Section 6(1):

"(f) each treatment performed, and the identity of the person applying the treatment if the person applying the treatment was not the member "

This means that when someone else, such as Support Personnel (SP) is providing treatment, their identity must be documented. This may be indicated by either the member or the SP.

Note that when a SP is documenting treatment, there must also be documentation somewhere in the record that you assigned the treatment tasks. This may take the form of a specific entry in the record indicating what was assigned, or a separate document in the record that outlines what treatment you have assigned to the SP. This requirement is set out in both the [The Use of Support Personnel by Speech-Language Pathologists](#) , Section C 1 (d), and in [The Use of Support Personnel by Audiologists](#) also states in Section E(2)

If you have any questions or comments, please feel free to contact us at caslpo@caslpo.com or phone us at 416-975-5347 or 1-800-993-9459.