

Practice Auditor & Investigator Appointments

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| Policy Section: Administration of the Act | Policy Number: AA-24 | Approved By: CEO/Registrar |
| Regular Policy Review Frequency: Every three years | Date Approved: May 22, 2008 | Date Reviewed/Revised: May 22, 2018 |

Purpose:

To state the eligibility requirements for appointment as a practice auditor or investigator under s. 23 and 135 of *The Regulated Health Professions Act*.

Requirements for Appointment:

Candidates must meet the following criteria:

1. Has either a diverse background in health care or formal investigator education and experience
2. If a registered nurse, registered in good standing on a practicing register in a Canadian jurisdiction for at least 5 years
3. Have excellent observational, assessment and interview skills
4. Have excellent analytical and critical thinking skills
5. Able to articulate observations and facts in comprehensive and organized written reports
6. Will undergo education regarding the role
7. Have current computer skills and compatible software to work with the College
8. Must obtain secure and private access to a laptop computer
9. Have reasonable availability to conduct investigations throughout the year or a minimum of four practice audits including competency-based interviews throughout the year
10. An ability to travel within Manitoba
11. Must sign a Letter of Understanding with the College
12. Must undergo a criminal record check if not a current College member
13. Must carry and produce College identification card when conducting an investigation or practice audit

Product:

Investigators

1. Timely, fair, neutral, objective, comprehensive investigation into a complaint as directed by the Complaints Investigation Committee.
2. Timely, comprehensive, neutral written report of the facts gathered during the investigation or competency based interview/practice audit submitted to the College.

Practice Auditors

1. Timely, fair, neutral, objective, comprehensive review of a member's registered nursing practice.

2. Timely, comprehensive, neutral written report of the facts gathered during the competency based interview/practice audit submitted to the College.

Authority:

1. The sole authority of investigators is to carry out investigations into complaints when directed by the Complaints Investigation Committee.
2. The authority of registered nurse practice auditors is to conduct a review of a member's practice in accordance with the Regulated Health Professions Act (2009) and applicable College policies.

Term:

Investigators and Practice Auditors shall be appointed by the Appointments Committee for a three year term and may be recommended for reappointment.

Process:

1. Interested individuals will submit a resume with cover letter indicating their interest and demonstrating the eligibility criteria outlined above.
2. Eligible individuals will be asked to complete questions to determine suitability.
3. College staff will make recommendations regarding appointments to the Appointments Committee.