

# Audit Process Frequently Asked Questions

## Why are RPNs audited?

The mandate of the CRPNM is to protect the public. As such, the *Registered Psychiatric Nurses Act* states that the CRPNM must have a Continuing Competence Program (CCP). The main purpose of the CCP is to ensure that RPNs continually assess their learning needs, find ways to fill these needs and put them into practice to ensure that clients are receiving safe and competent care.

## How are RPNs selected for auditing?

A random selection is made each year. Every RPN is eligible for selection except:

- Those who are new to the practicing register
- Those who are on, or just returning from the non-practicing register, i.e. maternity or sick leave

## Is it true that I can only be audited once every 5 years?

No. The initial CCP audit process was designed to ensure that every RPN was audited once within a 5-year period. This “pilot” period ended in 2010.

The process was reviewed in 2017 and no selections were made during this time. The audit will start again in 2018 and 25% of eligible members will be randomly selected. The random selection of 25% of eligible RPNs will continue through 2022 making it possible to be audited more than once in 5 years.

## Who does the audit?

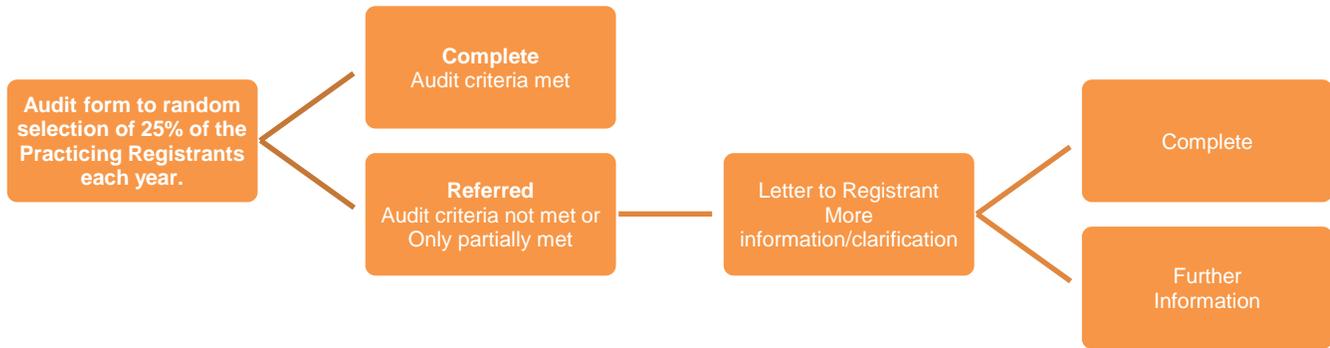
Volunteer RPNs work in pairs to review the audit forms and apply criteria that are established by the Continuing Competence Committee. The auditors then make recommendations to the CRPNM Practice Consultant.

## Are the audits anonymous?

Yes, the CRPNM has established policies and processes to ensure RPNs remain anonymous to the auditors.

## Are audits mandatory?

Yes. Participation in the CCP and the audit process is a requirement for registration renewal.



### What is required if I am selected for the audit?

You will be required to complete the audit survey link that is sent to you by e-mail. This requires all RPNs to have a valid e-mail address on file and it is your responsibility to check your e-mail to ensure you do not miss any communications from the CRPNM. Those selected for the audit will be alerted in early April that they have been selected and will have thirty (30) days to submit a response to the CRPNM.

### How long does the audit take to complete?

The audit will take approximately 30-45 minutes to complete and can be saved as you move along through the survey. If you leave the survey link, the survey will pick up at the last question you completed.

### How does the audit work?

RPNs who are selected are asked a series of questions to which they must respond. The audit is divided into four (4) parts. You can find a sample of a completed audit here: <http://www.crpnm.mb.ca/registered-psychiatric-nurses/continuing-competence-program/sample-audit/>

### How many learning objectives do I need to identify?

RPNs are required to identify a minimum of two (2) learning objectives for the purposes of the audit. This has changed in recent years as we move towards implementation of the Regulated Health Professions Act (RHPA) as RPNs are required to not only maintain but *enhance* their competencies as a regulated health professional.

### How do I know the CRPNM has received my response?

At the conclusion of the survey, you will receive notification that you have submitted your 2018 audit. The CRPNM will collect responses for thirty (30) days before they are provided to the auditors for evaluation. If the CRPNM has not received a completed response, you will be contacted by e-mail as a reminder.

### What happens if I do not submit a completed response?

You are required to submit an audit response in order to be eligible for registration renewal for the next year. This requires all RPNs to have a submitted date **and** a completed date for when you have met the requirements for the audit process. If you have not, you will not be permitted to renew your registration until you have met

the audit requirements.

### **Is there a pass mark for the audit? How will I know if I met the requirements?**

There is no pass mark for the audit, however, the auditors will evaluate your audit submission based on pre-determined criteria. Every audit is evaluated by the auditors and the CRPNM will notify you by e-mail as to whether or not you have met the audit requirements for that year. Your audit will either be “met” or “not met” based on how you responded to the questions and whether there are gaps in your responses.

### **What happens if my audit fails?**

If the auditors determine that you have “not met” the requirements, you will be contacted by the CRPNM by e-mail for further revisions to your audit submission. You will have fifteen (15) days to resubmit your revised audit to the CRPNM. The CRPNM will outline instructions for how to resubmit your response. Once you have submitted your revised audit response, they will be evaluated and you will be contacted by the CRPNM once the audit requirements have been met.

### **What is the difference between a received date and a completed date?**

In order to be eligible for registration renewal for the next year, the CRPNM must have both a received date (the date your audit was received by the CRPNM) and a completed date (the date you met the requirements for the audit process for that year). Only when both are completed will you be eligible for registration renewal.

Questions regarding the CCP and Audit Process may be directed to:

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