

# Independent Practice Audit Guide

**PLEASE READ THE INSTRUCTION GUIDE COMPLETELY BEFORE STARTING YOUR AUDIT**



## Why does SALPN conduct audits?

The SALPN has the legislated mandate of public protection through the regulation of licensed practical nurses. One area of this regulation is setting the standards and requirements for licensure and renewal. Some of the requirements, included in the SALPN Regulatory Bylaws require that the LPN declare any criminal conviction(s), report the number of hours of practice per year, obtain Continuing Education Portfolio program hours, and information related to the Independent Practice registry.

The annual licensure audit is a tool to verify that LPNs met the renewal requirements at the time of renewal and were truthful in their declarations. The SALPN randomly audits approximately 15% of the membership across the four areas mentioned above. In addition to the random selection, the SALPN also audits LPNs who may have had previous reporting errors, those who have an audit as part of a disciplinary order, or if new regulatory requirements need verification.



### What makes an approved Independent Practice audit?

The SALPN is looking to determine that you have met the SALPN Bylaw requirements for:

- Liability insurance
- Policies and procedures you have adopted related to:
  - Physician's orders
  - Record-keeping
  - Patient consents to treatment
  - Infection control
  - Referral processes



### What if I don't submit my Independent Practice audit to the SALPN?

Your name will be sent to the Counselling & Investigation Committee for review of non-compliance with the SALPN Regulatory Bylaws:

- *S. 21.4 (c) Provide to the registrar, on request, copies of policies and procedures the member has adopted*



### What happens if I don't have all the policies as required?

The SALPN will review each file separately, and you may be given additional time to create and provide the outstanding policies.

If the SALPN has not received the required information at the end of the extension period, you may be subject to disciplinary action.



### What do I need?

- A computer, laptop, tablet, or Smartphone
- Internet access to login to your SALPN Member Portal
- Copies of your liability insurance and policies

**NOTE: All documentation must be uploaded to your member portal. The SALPN will not accept documentation sent by postal mail, email or fax.**

# How Do I complete the Independent Practice Audit?



## 1. [Login to your member portal](#)

## 2. Access your audit and click update

Independent Practice (2021)		<a href="#">Update</a>
Status	New	Last updated
		09-Feb-2021

## 3. Insurance

Please verify that the information we have on file is correct and upload a copy of your current liability insurance policy

### INSURANCE

Listed below is the insurance record attached to the Independent Practice.

Please upload supporting documentation that verifies and validates the insurance record listed.

Policy #	Amount	Provider
BC05941-2000	\$2000000.00	

\* Supporting documentation

 [Click here to upload file](#)

## 4. Policies and Procedures

You are required to upload policies and procedures.

If you have more than one document to add just click the "Add" button

**Important:** Click the "Save for Later" button at the bottom of the screen often to save your progress.

[Submit](#) [Save for later](#)

# Final steps!



## 5. Review your form

Once you click “submit,” you will not be able to make corrections and the SALPN will review your audit as is.

**It is your responsibility to ensure the accuracy of the information you provide.**

If you have clicked “submit” and sent your form to the SALPN in error, email [practice@salpn.com](mailto:practice@salpn.com) to request that your audit is reopened for you to finish.



## 6. Ready to Submit?

Once confident you have completed and reviewed all required steps, you may submit your audit by clicking the **SUBMIT** button at the bottom of the screen. The SALPN will review your submitted audit.



## 7. OK, I submitted my audit, now what?

Please allow the SALPN 10 business days to review your audit submission...**do not call/email to check on the status of your audit.**

You will receive an email stating your form was received. If you do not receive this email, please log back into your member portal and ensure that you clicked “submit.”

The SALPN will contact you by email once your audit is assessed.