

FREQUENTLY ASKED QUESTIONS:

PROFESSIONAL COMPETENCE INSPECTIONS



These frequently asked questions (FAQs) were put together by the OIIAQ's Professional Inspection to provide answers to a number of common questions about the professional inspection process.

What does a professional competence inspection involve?


The Professional Inspection Committee (PIC) may decide to perform an inspection for the purpose of assessing a member's professional competence if information is brought to its attention that leads it to question certain aspects of a member's competence and if it subsequently proves necessary to specifically assess certain aspects of his/her professional practice. Requests to carry out an inspection may be generated by the OIIAQ's Board of Directors, the Syndic, a general inspection visit, a supervisor, a medical professional or a member of the public.

The inspection process is divided into various steps. The PIC assigns two inspectors to perform the inspection. The PIC may also call on other experts, in accordance with the applicable provincial regulation [*Règlement sur le comité d'inspection professionnelle des membres de l'Ordre professionnel des infirmières et infirmiers auxiliaires du Québec*](#) (in French only).

OIIAQ members are usually assessed by means of a theoretical/practical examination in a lab setting at a professional training centre. Following the examination, the inspectors submit their report to the PIC. The PIC then reviews all the information at its disposal and makes recommendations to the OIIAQ's Executive Committee. Before the PIC makes its recommendations, however, the member is requested to submit written observations to the PIC.

What is the PIC's function?

The PIC oversees OIIAQ members' professional practice. It is made up of five OIIAQ members in good standing for at least seven years who are appointed by the Board.

During a professional competence inspection, the PIC may recommend that the Board implement one or more of the measures outlined in [*Section 113 of the Professional Code \(Section C-26\)*](#) .

These recommendations are based on the results of the competence assessment(s) and must comply with the provincial regulation governing LPNs' practical training and professional development ([*Règlement sur les stages et les cours de perfectionnement pouvant être imposés aux infirmières et infirmiers auxiliaires*](#)).





What are the roles of the Board and the Executive Committee?

The Board is tasked with overseeing the OIIAQ's day-to-day activities. It also oversees the application of the bylaws, unless this function is delegated to the Executive Committee. The Board is made up of 24 members, 20 of whom are elected by OIIAQ members; the remaining four serve as public representatives and are appointed by Quebec's *Office des professions*.

The Executive Committee is made up of five members who are designated on an annual basis by and from among the Board members (one of the designated members is appointed by the *Office des professions* and serves as a public representative). The Executive Committee is authorized to exercise all powers delegated to it by the Board.

In the event that a member is subject to a professional competence inspection, the Executive Committee's decisions are based on [Section 113 of the Professional Code](#) and on the provincial regulation governing LPNs' practical training and professional development ([Règlement sur les stages et les cours de perfectionnement pouvant être imposés aux infirmières et infirmiers auxiliaires](#)).

Can members find out who made the inspection request?

No. The inspection process is confidential. In addition, the person making the request is never directly informed about the follow-up action taken. The file information is only shared with the PIC, the PIC's Secretary, the OIIAQ's Secretary and the OIIAQ's Executive Committee.

Can members be accompanied during the assessment examination?

No.

Who will be notified of the Executive Committee's final decision?

The member's employer will be notified in writing by the OIIAQ's Secretary. Only the decision to limit or suspend a member's professional practice rights will be published in the OIIAQ's publication *Santé Québec*.

Will there be any fees or fines?

Fees are charged for practical training; registration fees are usually charged for professional development courses. No fines are imposed.

How can members prepare for the assessment?

To properly prepare for an assessment, members should first read the letter (*Professional Practice Assessment/Examination Notice*) that they will receive by messenger service within 15 days of the PIC's meeting. This letter includes a description of the theoretical and practical areas of competence to be assessed during the inspectors' examination, along with the date, time and place of the examination.

The same letter will list the nursing methods issued by the Quebec Association of Health and Social Service Establishments (*Association québécoise d'établissements de santé et de services sociaux/AQESSS*) relating to the areas of competence to be assessed. Members are strongly advised to read and assimilate these methods in order to properly prepare for the assessment.





Members may consult all relevant documentation in line with the areas of competence covered by the assessment. Healthcare professionals and instructors may also assist with the preparation process.

How should members prepare for the assessment?

Members should review all documents sent to them by the PIC's Secretary. These documents include a detailed description of the various steps in the inspection process. Members should also:

- Collaborate by playing an active part in all steps in the inspection process.
- Ask questions.
- Respond to all correspondence sent to them via messenger service.
- Meet the deadlines for all of the steps.
- Make sure they are available on the examination date.
- Submit their written observations.

What do the written observations involve?

Members are requested to submit to the PIC any observations that they may deem useful or relevant and that could lead the PIC to modify its recommendation. The written observations should focus specifically on the measures and reasoning outlined in the PIC's recommendation to the Executive Committee.

For example, members may describe the circumstances prevailing when shortcomings were noted in their professional practice, together with the steps that they have taken or intend to take in order to correct (or attempt to correct) these shortcomings. Other comments and/or arguments may also be included.

Members who are assessed are requested to submit their written observations during two steps in the inspection process.

1st step: Before the PIC makes a final recommendation to the Executive Committee.

Members are entitled to submit written observations within 15 days following receipt of the letter "Request to submit written observations". The observations must be mailed to the PIC Secretary.

2nd step: Before the Executive Committee considers the PIC's recommendation.

Members are also entitled to submit written observations within 15 days following receipt of the letter "Recommendation of the Professional Inspection Committee". The observations must be mailed to the OIIAQ's Secretary.

The PIC Secretary remains available at any time to answer any questions you may have.

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