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PROFESSIONAL COMPETENCE INSPECTIONS

The following diagram outlines the 14 steps in an inspection aimed at assessing an OIIAQ member's competence.

Such inspections are performed by the Professional Inspection Committee (PIC).

1	The PIC Secretary receives a request to conduct an
	inspection aimed at assessing a member's competence.

- 2 The PIC Secretary advises the person submitting the request that the request has been received.
- The PIC Secretary conducts a preliminary analysis of the request.
- The PIC Secretary advises the member that an inspection request has been submitted concerning his or her professional practice.
- 5 The PIC members conduct a detailed analysis of the request.
- As applicable, the PIC members may decide to proceed with an inspection and determine the aspects to be assessed based on the alleged shortcomings and the evidence provided.
- The member is requested to meet with the PIC for a professional competence assessment (the request is sent out at least 5 days prior to the examination date).
- The member's competence is assessed by means of a theoretical/practical examination; the inspectors then prepare their report.
- **9** The PIC reviews the inspection report.
- The inspection report and the PIC's (draft) recommendations are sent to the member (in the event that the PIC intends to recommend applying one of the measures set out in Section 113 of Quebec's *Professional Code*).
- 11 The final recommendation is adopted by the PIC and submitted to the member and the Executive Committee.
- The member is requested to submit written observations to the Executive Committee before the latter considers the PIC's recommendation.
- The Executive Committee reaches a decision and communicates it to the member and the employer. The decision is binding and enforceable as soon as it is communicated to the member.
- An official notice of the Executive Committee's decision is published (i.e. limiting or suspending the member's professional practice rights, pursuant to Section 182.9 of the *Professional Code*).

NOTE: If the Professional Inspection Committee decides to perform an inspection, **only the LPN will be informed**

of this decision.

- The PIC issues (draft) recommendations concerning practical training and/or a professional development course, including or excluding the limitation or suspension of the member's professional practice rights.
 - The member is requested to submit written observations before the PIC makes a final recommendation to the Executive Committee.



No recommendation is

provisions in Section 113

of the Professional Code.

I) A notice is sent to the

member, together with

his/her professional practice.

II) The PIC may ask the member to provide proof that certain

shortcomings have been

corrected. Inspectors may visit the member to verify that these shortcomings

have been corrected.

comments regarding potential improvements to

made concerning the