



College of Respiratory  
Therapists of Ontario

Ordre des thérapeutes  
respiratoires de l'Ontario

# MEMBER COMMUNIQUÉ

## Record Retention for Quality Assurance Documentation

September 2014

Dear Members and Colleagues:

In 2007, the Quality Assurance Committee (QAC) made a decision to request one year's worth of continuing education activities from Members who are selected to submit their professional portfolio. Members are required to submit data from January – December in the year in which they are selected.

In 2010, the portfolio moved to an online format (Portfolio Online for Respiratory Therapists PORTfolio<sup>OM</sup>) that enables Members to store all their professional development records electronically from year to year. Therefore, the retention of QA records is less of an issue now.

Please note that if the QAC determines that additional information is necessary to complete a thorough assessment, it can require the Member to submit **up to three (3) years' worth of QA material** (the current year plus the previous two years).

If you have any comments or question, please contact **Carole Hamp, RRT – Manager of Quality Practice** via email at [hamp@crto.on.ca](mailto:hamp@crto.on.ca) or by telephone 416-591-7800 ext. 33 /1-800-261-0528 ext. 33.