



College of Respiratory  
Therapists of Ontario

Ordre des thérapeutes  
respiratoires de l'Ontario

# DOCUMENTING FOR OTHERS

Practice FAQs

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## QUESTION

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Can RRTs, GRTs and SRTs document for each other?

## ANSWER

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As outlined in the [Documentation](#) Professional Practice Guideline (p. 7), it's essential that anyone reading the documentation must be able to clearly identify the individual performing the activity. Therefore, RTs must not document for someone else. Because RRTs and GRTs are employees of the organization, it shouldn't be difficult to set up an electronic medical record system allowing each to do their documentation. As members of the CRTO, RRTs and GRTs are accountable for ensuring that their documentation adheres to the standards of both the College and their employer.

SRTs are not members of the CRTO and are therefore not subject to the CRTO's documentation standards. That being said, one of the biggest challenges with electronic documentation is finding a way to enable SRTs to do their own documentation due to usually being at the practice site temporarily. However, the CRTO still requires Member documentation to clearly demonstrate who provided care. For example, if an RRT is supervising an SRT, it must be clear whether care was provided under direct or general supervision. When RRTs directly observe an SRT, they are required to co-sign all documentation.

When developing a process for electronic medical records, each organization must determine how best to meet the entire staff's documentation standards. Ideally, the RRT, GRT and the SRT should each have unique logins and permanent signatures attached to each entry.