



Alberta College of  
Speech-Language Pathologists  
and Audiologists  
*Hear. Speak. Connect.*

## Legislative Requirements and Best Practice Recommendations

**Clinical Documentation and Record Keeping Guidelines, Release Date September 2011**

ACSLPA's Clinical Documentation and Record Keeping Guideline applies to all registrants, including both speech-language pathologists (SLPs) and audiologists.

While there is no specific legislation in Alberta that addresses documentation or record keeping per se, there are three key pieces of privacy legislation that set rules for how information is to be collected, protected, used, disclosed, and amended. These include the Health Information Act (HIA), the Personal Information Protection Act (PIPA), and the Freedom of Information and Protection of Privacy Act (FOIP). These are essentially the “musts” within this guideline. A few additional relevant pieces of legislation (more “musts”) are also identified within the paper. Best practice guidelines related to record keeping formats, content, and management of different types of records are also provided.

The ad-hoc committee that developed the paper reviewed guidelines put forth by other health professions and by regulatory bodies, responded to questions put forth by our own registrants, and sought legal consultation in order to arrive at a document that is both practical and in compliance with any legislative requirements.

ACSLPA acknowledges that variations in practice setting and the types of interventions provided will impact the type of documentation and record keeping required. As with most other College documents **registrants are encouraged to exercise professional judgment in the application of these guidelines to their clinical practice.** They are also expected to **be aware of and comply with employer and/or agency policies, where they exist.**

HIA, PIPA, and FOIP legislation have been in place in Alberta for some time, and as such, SLPs and audiologists have been expected to practice in compliance with these relevant pieces of legislation. The Clinical Documentation and Record Keeping Guideline is an attempt to package legislative information together with best practice recommendations for ACSLPA members. Ultimately, our hope is that this will ensure both accessibility and transparency of documentation and record keeping requirements.

We encourage all registrants to review both the guideline and the supplemental articles that have been provided. These articles provide additional information and helpful resources regarding important topics, including electronic records and encryption, legal perspectives on timeliness of documentation, and file retention and storage requirements.