

# Standard Area 4.0

## Practice Management



### 4.6 Human Resources Management

This standard is applicable to regulated members who are responsible for the management of employees.

#### Standard

A regulated member of ACSLPA, who is responsible for the management of employees, ensures the appropriate management of human resources to support competent and effective service delivery.

#### Indicators

To demonstrate this standard, the regulated member will:

- a) Recruit and employ staff with the appropriate background, education and registration to support competent service delivery.
- b) Ensure that appropriate administrative policies, procedures and documents are in place and implemented to support effective human resources management (e.g., job descriptions and contracts, orientation procedures, periodic performance review, human resources policies).
- c) Ensure clinical policies, procedures and training opportunities are in place and implemented to ensure competent and effective service delivery, within available resources.

#### Expected Outcomes

Clients can expect that the appropriate management of human resources is in place to support competent and effective service delivery.

#### Resources

All ACSLPA documents and relevant Alberta Government legislation can be accessed from the ACSLPA website at [www.acslpa.ca](http://www.acslpa.ca).

- ACSLPA. (2011). *Clinical Documentation and Record Keeping Guideline*. Edmonton: Author.
- CAASPR. (2018). *Practice Competencies for Audiologists in Canada*. Ottawa: Author.
- CAASPR. (2018). *Practice Competencies for Speech-Language Pathologists in Canada*. Ottawa: Author.
- Government of Alberta. (2011). *Handbook of Occupational Hazards and Controls for Rehabilitation Professionals*. Edmonton: Alberta Queen's Printer.

**Client** refers to “an individual, family, substitute decision maker, group, agency, government, employer, employee, business, organization or community who is the direct or indirect recipient(s) of the regulated member’s expertise”.

**Competence/competent/competency** refers to “the combined knowledge, skills, attitudes and judgment required to provide professional services”.

**Regulated member** refers to “an individual who is registered with ACSLPA in any of the categories of membership prescribed in Regulation and in the ACSLPA Bylaws”.