



RHPA - Reserved Acts Tracking Tool

Reserved Act Title (select from drop down):	
QHR Title (select from dropdown):	

*The **Employee** must provide proof of certification (formal training) and ongoing competency (specific to the Reserved Act they are seeking authorization to perform) to their Manager/Designate. The **Manager/Designate** is then responsible for submitting this document for each employee who has completed certification, and/or achieved competency. By default, competency remains active in the QHR system until the Manager/Designate confirms that it has expired and should be removed from QHR (based on specific criteria for each Reserved Act). Competency Management is both the Employee and Manager/Designate responsibility to monitor.*

#	Last Name	First Name	Job Title	Program / Location	Professional Designation	Professional Registration #	SH-SS or Affiliate EEID	Certification (DD/MM/YYYY)	Competency (DD/MM/YYYY)	Competency Expired (DD/MM/YYYY)
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Authorized Manager / Designate: _____
(print)

Signature: _____

Date: _____

EMAILED to QHR Entry on _____
DD/MM/YYYY