

CC-004.1 CCP MENTORSHIP POLICY

CATEGORY:	CONTINUING COMPETENCY
DATE APPROVED:	September 9, 2026
APPROVED BY:	CONTINUING COMPETENCE COMMITTEE

PURPOSE AND PRINCIPLES

The purpose of this policy is to outline the processes through which the Saskatchewan College of Occupational Therapists (SCOT) offers mentorship to support participation in the Continuing Competency Program (CCP).

AUTHORITY

According to *The Occupational Therapists Act, 1997*, Section 3.1(3), SCOT may:

- establish, maintain and enforce standards of continuing competency for members; and
- establish and maintain a continuing competency program to promote high practice standards among members.

According to *The Occupational Therapists Act, 1997*, Section 14(2), regulatory bylaws may be made to:

- prescribe the qualifications, standards, and tests of competency for the registration of persons or any category of persons as members and the issuing of licences;
- set requirements for maintenance of membership; and
- establish programs for the assessment of the competency of members.

As per the SCOT Regulatory Bylaws Section 13, practising members who hold a current full practising licence or restricted practising licence are required to participate in SCOT's CCP.

POLICIES AND PROCEDURES

Mentorship Purpose

1. Mentorship is a supportive mechanism through which SCOT facilitates participation in the CCP.
2. Mentorship may include, but is not limited to:
 - a) Collaborative identification of the member's strengths, challenges, and barriers related to CCP participation.
 - b) Support in planning strategies to utilize strengths, address challenges, and reduce barriers.
 - c) Availability of encouragement, feedback, and guidance as the member creates and completes their goals, learning activities, and CCP submissions.

Mentorship Access

Voluntary Mentorship

3. Members may voluntarily request mentorship support at any time by contacting the SCOT Professional Practice Advisor.
4. Mentorship may be recommended when challenges are identified with which members are anticipated to benefit from additional support, such as (but not limited to) those related to CCP submission structure, format, and/or clarity.
 - a) If mentorship is recommended, participation is voluntary.

Required or Mandated Mentorship

5. SCOT may require or mandate members to participate in mentorship at any time during the registration year, based on risk indicators including, but not limited to:
 - a) When Annual Learning Plan(s) have not met audit criteria after resubmission during the audit review process.
 - b) When SCOT staff recognize significant concerns about the quality and/or content of a member's CCP submissions.
 - The Professional Practice Advisor or Executive Director / Registrar will summarize the concerns and present the information in an anonymous manner to the Continuing Competence (CC) Committee for consideration and approval of the requirement for mentorship.
 - c) When the Professional Conduct Committee requires a member to receive mentorship as a result of the investigation of a formal complaint.

Mentors

6. Mentorship is provided by the Professional Practice Advisor and/or trained members of the CC Committee.
7. Mentorship arrangements are facilitated by the Professional Practice Advisor with consideration of volunteer availability and conflicts of interests.

Mentorship Communication

8. The mentorship process may be completed between the SCOT member and staff or volunteers through email, phone, videoconference, and/or in person.

Mentorship Agreement (Required or Mandated Mentorship Only)

9. In cases where mentorship is required or mandated, a mentorship agreement will be drafted by the Professional Practice Advisor and finalized by the mentor and mentee. It will include the following:
 - a) the member's identified learning needs, support plan, and timelines;
 - b) criteria for successful conclusion of the mentorship program;
 - c) a confidentiality statement; and
 - d) the names and signatures of the mentor and mentee
10. The mentor is responsible for ensuring that the mentorship agreement is shared with and reviewed by the Professional Practice Advisor before the agreement is signed.

Progress Notes

11. The mentor will complete progress notes throughout the mentorship process and where the mentor is a volunteer, will share the progress notes or a summary of the progress notes with the Professional Practice Advisor as requested.
12. In cases where mentorship is required or mandated, the mentor will complete monthly progress reports.
 - a) In cases where the mentor is a volunteer, they will share the monthly progress report with the Professional Practice Advisor.

Mentorship Completion

13. Where the mentor is a volunteer and the voluntary mentorship has concluded as determined by both the mentor and mentee, the mentor will notify the Professional Practice Advisor of the date the mentorship was completed and the areas of mentorship that were provided.
14. Upon conclusion of mandatory mentorship, the mentor will complete a mentorship completion report which will include the following:
 - a) a summary of the mentorship provided and any relevant dates or timeframes;
 - b) a determination as to whether each criterion for successful conclusion of the mentorship program, as outlined in the mentorship agreement, were met;
 - c) any further recommendations; and
 - d) any requirements or actions in the case of outstanding concerns.
15. The Professional Practice Advisor will review the mentorship completion report.

Member File Records

16. Progress notes kept by mentors for operational purposes will not be retained on the SCOT member's permanent file in the case of voluntary mentorship.

17. In cases where mentorship is required or mandated, the following will be retained on the SCOT member's file:

- a) the mentorship agreement;
- b) monthly progress reports; and
- c) the mentorship completion report.

Mentorship Tracking

18. The Professional Practice Advisor will maintain a mentorship tracking sheet.

19. A summary of the anonymized mentorship statistics will be shared with the Continuing Competence Committee, Executive Director/Registrar, and/or Council as requested.

Date Established	DATE(S) REVIEWED/REVISED	NEXT REVIEW
October 2010	June 16, 2012 April 26, 2013 March 10, 2023 December 20, 2024 September 9, 2026	December, 2027