



SCOT

Saskatchewan College of
Occupational Therapists

R06 CONTINUING COMPETENCY PROGRAM POLICY

CATEGORY:	REGISTRATION
DATE APPROVED:	December 20, 2024
APPROVED BY:	SCOT COUNCIL

PURPOSE AND PRINCIPLES

To substantiate that SCOT members are meeting essential professional competencies and engaging in professional development using a formalized process.

AUTHORITY

According to The Occupational Therapists Act, 1997, Section 14, regulatory bylaws may be made to 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 continuing competency program as part of the licence renewal process. Prior to the end of the licensing year, members must submit a copy of their completed SCOT Professional Development Plan and Outcomes/ Annual Learning Plan and Learning Outcomes from that current licensing year. Members must submit their SCOT Professional Development Plan/ Annual Learning Plan for the upcoming licensing year to renew their licence. Members must participate in the audit process of the Continuing Competency Program if selected unless an exemption of participation has been approved by council.

POLICIES AND PROCEDURES

1) *Continuing Competency Program (CPP) Overview*

- a) SCOT practising members with a full practising licence or restricted practising licence are required to participate in the Continuing Competency Program (CCP) as part of the regular licence renewal process.
- b) Temporary, non-practicing, extended access SCOT members, and initial registrants applying for a practising licence after December 1 (less than 3 months prior to licence renewal) are exempt from participating in the CCP.
- c) The Professional Development Plan and Outcomes/ Annual Learning Plan and Learning Outcomes from the previous fiscal year must be completed and received by SCOT by February 15th of each year.
- d) The Professional Development Plan/ Annual Learning Plan for the upcoming year must be provided to SCOT by February 15th of each year.
- e) Any practising SCOT members, that are renewing their practising or restricted practising licence, whose Professional Development Plan and Outcomes/ Annual Learning Plan and Learning Outcomes is not received by the 15th of February will be charged a late fee; if the Professional Development Plan and Outcomes/ Annual Learning Plan and Learning Outcomes has not been received by the last day of February, that member will be immediately notified, along with

applicable employer(s), that the member in question is no longer registered with SCOT and, therefore, cannot practice Occupational Therapy in Saskatchewan as of March 1.

- f) Members participating in the CCP are required to retain and maintain accurate records of their Professional Development Plan and Outcomes/ Annual Learning Plan and Learning Outcomes and associated learning activities.
- g) If a member's goal(s) becomes irrelevant or unattainable within the year and is thus omitted, the member is required to establish an alternate goal and provide evidence for same. It is insufficient to omit Annual Learning Plan goals and/or evidence and not replace or modify them.
- h) In exceptional circumstances, members may submit a request to SCOT Council for an extension of submission dates or exemption of participation in the CCP according to SCOT policy G17.
- i) A minimum of 5% of members will be randomly chosen to be audited.
- j) Audits shall be conducted by individuals who are SCOT practising members, without direct or indirect conflict of interest, and have attended an orientation to the CCP audit process. A SCOT staff member may also complete an audit of each selected member to ensure consistency.
- k) SCOT staff will notify audited members of their audit results.
- l) In circumstances where SCOT members do not meet audit criteria, mentoring may be provided as a support mechanism.
- m) SCOT members who do not meet audit criteria in the current year may be required to participate in the audit of the upcoming year.
- n) Members who have been audited have the right to appeal any decision(s) according to the SCOT appeal policy G04.

2) CPP Core Requirements

- a) CCP requires that selected members:
 - i) Complete and submit their Professional Development Plan and Outcomes/Annual Learning Plan and Learning Outcomes to SCOT by February 15 annually:
 - (1) Professional Development Plan and Outcomes / Annual Learning Plan and Learning Outcomes must include two goals.
 - (2) A reflection will be required for each completed goal. An initial reflection will also be required for each new goal.
 - ii) Retain and maintain documentation of Professional Development Plan and Outcomes/ Annual Learning Plan and Learning Outcomes and evidence to support completion of selected goals.
 - (1) Professional Development Plan and Outcomes/ Annual Learning Plan and Learning Outcomes documents must be retained by the SCOT member for 10 years.
 - (2) Examples of evidence/documentation of learning activities that may be used to support goal completion may include but is not limited to:
 - (a) curriculum vitae (CV) or resume
 - (b) diploma or degree certificate
 - (c) additional education or training
 - (d) performance evaluations
 - (e) certificates of courses, workshops, lectures or seminars attended or completed



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- (f) National Occupational Therapy Certification Examination results
- (g) university transcripts
- (h) reference letters
- (i) documentation of involvement in publications, workshops, or conferences
- (j) list of inservices or courses taught
- (k) documentation of discussions with peers, colleagues, or journal clubs as a method of learning
- (l) reviews of policies and procedures
- (m) involvement in development or revision of policies and procedures
- (n) an audit of skill or ability in a certain competency
- (o) survey results
- (p) grant or research proposal
- (q) documentation describing program development involvement
- (r) agendas and minutes of meetings attended
- (s) samples of anonymized documentation i.e.) reports, chart notes, practice guidelines or protocols developed
- (t) budgets or business plans
- (u) reference lists of relevant research articles along with summaries of insights gained from the materials
- (v) summary of information and insights gained from in-services and/or meetings.
- (w) reflective Journal
- (x) feedback from clients, colleagues, or supervisors
- (y) grants, scholarships or contracts awarded
- (z) awards or certificates of achievement
- (aa) Publications

3) Late Submissions

- a) The Registrar will adhere to policies regarding late membership renewals for any late submission of Professional Development Plan and Outcomes/Annual Learning Plan and Learning Outcomes.
- b) Requests for extension of submission dates or exemption of participation in the CCP can be submitted to the registrar for consideration by the chairperson of the continuing competence committee.

4) Audit selection

- a) SCOT staff will ensure that a minimum of 5% of eligible members are randomly selected for audit and will notify the Continuing Competency Committee chair of those members selected.
- b) If a member has been selected for audit in the previous 2 years and has met audit standards without requiring resubmission, then they will be exempt from audit selection in the current year.

5) **Audit Process**

- a) SCOT staff will ensure that the names of the members who have been randomly selected to participate in the audit are forwarded to the Continuing Competency Committee chair within 1 week of the start of the new membership year.
- b) SCOT staff will notify the selected members they have been chosen for audit within two weeks of the start of the new membership year by e-mail. If no response is received within one week, audit selection will be communicated by registered letter.
- c) The Continuing Competence Committee will assign two auditors to review each case. Auditors must meet the following criteria:
 - i) Be eligible to be a SCOT practicing member.
 - ii) Be a member of the Continuing Competence Committee
 - iii) Attend an orientation session on the CCP audit process.
- d) The selected member will have the opportunity to declare any conflicts with the chosen auditors that may impede the fairness of the process. The selected member is to complete and send the conflict of interest form to the CCC chair by within one week of assignment of auditors.
- e) The auditors chosen will declare any conflict of interests that may impede fairness within one week of auditor assignments being received.
- f) Each auditor will independently assess the documentation provided, using the established criteria to determine if there is adequate evidence of the selected member's effort of continued development, integration and application of knowledge and skills for their Occupational Therapy practice. Professional Development Plan and Outcomes/Annual Learning Plan and Learning Outcomes must meet the following requirements:
 - i) Must include two goals
 - ii) Goals must be related to Occupational Therapy Practice
 - iii) Goals must be based upon the Competencies for Occupational Therapists in Canada (2021).
 - iv) Goals must be specific, measurable and have an anticipated completion date.
- g) The auditors will aggregate their independent assessment results onto the CCP audit summary sheet.
- h) If there are significant discrepancies or inconsistencies between the auditor assessments, and they are unable to arrive at an agreement regarding the audit results, then an additional auditor will be appointed to independently audit the documents.
- i) The CCC Chair and SCOT Executive Director will review the CCP audit summary sheets submitted by the auditors to determine one or more of the following results:
 - i) take no further action as the member has successfully met the audit requirements;
 - ii) require the member to resubmit their audited information
 - iii) make recommendations to the selected member to improve their practice;
 - iv) refer the selected member for mentoring to reach audit standards; and/or
 - v) request the selected member be audited the following year.
- j) The CCC chair will prepare a report of the audit decision to provide to the selected member, along with any actions deemed necessary. SCOT staff will send the report via e-mail and registered mail if the member has not confirmed within one week's time.

- k) The final audit report will be placed in the selected member's permanent SCOT file and will include:
 - i) The independent assessments of each auditor
 - ii) The audit summary sheets
 - iii) Any additional comments from the auditors.
- l) Any significant delays to the audit process beyond SCOT's control will result in an adjusted timeframe and will be communicated to members selected for audit and SCOT Council.

6) SCOT Mentoring Program

- a) The process of Mentoring will include, but is not limited to:
 - i) Helping to identify the selected member's strengths and challenges as they relate to the development of their Annual Learning Plan and Learning Outcomes
 - ii) Assisting in planning strategies to bridge gaps in the learning process
 - iii) Providing support, guidance and encouragement as the selected member develops their Professional Development Plan/Annual Learning Plan and compiles the evidence of their completed Learning Outcomes
 - iv) Acting as a facilitator or mentor while the selected member takes the actions necessary to achieve their goals
 - v) Providing a written report to the CCC on the selected member's progress
- b) A list of mentors will be kept by SCOT who meet the following criteria:
 - i) Be a SCOT practising member
 - ii) Have attended or be available to attend an orientation session on the CCP
 - iii) Have signed the SCOT Mentoring Program Confidentiality document
 - iv) Be available to meet with the member being audited
 - v) Agree to provide regular reports to CCC chair and a final report upon completion of involvement.
 - vi) Agree to attend CCC meetings as required during the mentorship period
- c) The CCC will submit the names of individuals who do not meet audit standards to SCOT Council with a recommendation that these individuals participate in the SCOT Mentorship Program.
- d) If SCOT Council approves participation in the SCOT mentorship program, SCOT staff will notify the member by e-mail and registered mail if required. The following documents will be provided:
 - i) R#06 Continuing Competency Program Policy
 - ii) A list of potential mentors for the individual to pick a first and second choice from
 - iii) Mentor report template
 - iv) SCOT Mentoring Program Confidentiality document
 - v) Deadlines for selecting a mentor as well as the start and finish of the mentorship program
- e) The CCC chair will contact the selected mentors to inform them of the mentorship program request, who they will be assigned to provide mentorship to, and instructions for attending an orientation session. The orientation session must be completed before implementation of the SCOT Mentorship Program.

- f) An invitation by the CCC chair will be sent to the complete list of SCOT mentors to attend the orientation session.
- g) At the mentor orientation, the following information will be reviewed:
 - i) R#06 Continuing Competency Program Policy
 - ii) Mentor report template
 - iii) SCOT Mentoring Program Confidentiality document
 - iv) How to write a SMART goal and what constitutes sufficient evidence for Annual Learning Plan and Learning Outcomes
 - v) Deficiencies in their mentees Annual Learning Plan and Learning Outcomes goals and/or evidence submitted
 - vi) Deadlines for the start and targeted completion date of the SCOT mentorship program
 - vii) Criteria for completion of the SCOT Mentorship Program
- h) All relevant SCOT mentorship program letters, correspondence, and reports will be kept on the SCOT file of the person being mentored.
- i) Following submission of the rewritten Professional Development Plan and Outcomes/Annual Learning Plan and Learning Outcomes and/or submission of additional evidence, the auditors and CCC chair or designate will review the materials to determine audit standards are met.
- j) If submitted material(s) do meet audit standards, the CCC will make a recommendation to SCOT Council that the SCOT mentorship program for the member is complete.
- k) If the submitted material(s) do not meet audit standards the CCC will review the case and make a recommendation to SCOT Council on further action.
- l) Following completion of the SCOT mentorship program, mentees and mentors will be requested to send feedback on the program, process, and communication with the CCC to the SCOT President.
- m) Appeals will be dealt with according to SCOT policy.

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