



SCOT

Saskatchewan College of
Occupational Therapists

R06 CONTINUING COMPETENCY PROGRAM POLICY

CATEGORY:	REGISTRATION
DATE APPROVED:	March 10, 2023
APPROVED BY:	SCOT COUNCIL

PURPOSE AND PRINCIPLES

To substantiate that SCOT members are meeting essential professional competencies and engaging in professional development through the use of 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 from that current licensing year. Members must submit their SCOT professional development plan for the upcoming licensing year in order 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) Practising and restricted license SCOT members are required to participate in the Continuing Competency Program (CCP) as part of the regular licence renewal process.
- b) Temporary, non-practicing SCOT members, practising restricted or restricted members with a 3-month licence, and initial registrants are exempt from participating in the CCP.
- c) The Professional Development Plan and Outcomes (PDPO) must be completed and received by SCOT by February 15th of each year. This includes the completed PDPO of the previous year along with the PDPO for the current year. PDPOs for the current year must state 2 goals and these goals must be updated annually to show progression.
- d) Any SCOT member, that is renewing as a practising or restricted license SCOT member, whose PDPO is not received by the 15th of February will be charged a late fee; if the PDPO 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.
- e) Members participating in the CCP are required to retain and maintain accurate records of learning activities related to professional development in a professional portfolio.



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- f) 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 PDPO goals and/or evidence and not replace or modify them in their PDPO and professional portfolio.
- g) Evidence submitted for a goal that has progressed from a previous year, must include all evidence from the beginning of the goal progression.
- 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.
- k) Any member selected for audit, whose professional portfolio contents are not received by SCOT by April 15, will be charged a late fee. If the professional portfolio contents are not received prior to the first day of the audit, then the Continuing Competence Committee (CCC) will recommend to SCOT Council that this member did not meet audit standards.
- l) The CCC chair will report audit results and make recommendations to SCOT council for decision.
- m) The CCC chair will notify audited members of council's decision regarding audit results.
- n) In circumstances where SCOT members do not meet audit criteria, mentoring may be provided as a support mechanism.
- o) SCOT members who do not meet audit criteria in the current year may be required to participate in the audit of the upcoming year.
- p) Members who have been audited have the right to appeal any decision(s) of the SCOT Council according to the SCOT appeal policy G04.

2) *CPP Core Requirements*

- a) CCP requires that selected members:
 - i) Complete the Self-Assessment Tool annually.
 - ii) Complete and submit the PDPO to SCOT by February 15 annually:
 - (1) PDPOs must state at least two goals.
 - (2) goals and/or strategies must be updated annually to show progression.
 - (3) reflection of goal progression and/or completion must be provided for each goal.
 - iii) Retain and maintain a Professional Portfolio including PDPOs and evidence of progress towards/completion of PDPOs.
 - (1) PDPOs must be retained by the SCOT member for 10 years
 - (2) Examples of evidence/documentation of learning activities related to professional development 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
 - (f) National Occupational Therapy Certification Examination results



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- (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) *Review of PDPOs at Renewals*

- a) SCOT will ensure that each member's PDPO is submitted annually with membership renewals.
- b) SCOT will ensure that submitted PDPOs state at least two new goals and are complete.

4) *Late Submissions*

- a) The registrar will adhere to policies regarding late membership renewals for any late submission of a PDPO.
- b) Requests for extension of submission dates or exemption of participation in the CCP can be submitted to the registrar for consideration by SCOT Council. Outcomes of requests will be subject to the discretion of council.

5) *Audit selection*

- a) The Executive Director will ensure that a minimum of 5% of eligible members are randomly selected for audit and will notify the CCC chair of those members selected.
- b) The random selection will be conducted using a method that has been approved by SCOT Council.
- c) 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.

6) *Audit Process*

- a) The Executive Director will ensure that the names of the members who have been randomly selected to participate in the audit are forwarded to the CCC chair by March 8th.



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- b) The administrative assistant will notify the selected members of their selection by March 15th by e-mail and by registered mail if there is no response within 1 week.
- c) The selected member will be required to submit the relevant contents of his or her Professional Portfolio by April 15.
- d) The selected member will upload the relevant documents to the SCOT database.
- e) Upon receipt, the administrative assistant will anonymize the documents and upload them to the audit section of the database.
- f) Selected members will be assigned an audit number and all information submitted will be identified only using the number assigned to them.
- g) Two auditors will be selected by the CCC to review each case. Auditors must meet the following criteria:
 - i) Be eligible to be an SCOT practicing member.
 - ii) Be a member of the CCC.
 - iii) Attend an orientation session on the CCP audit process including reviewing the Continuing Competency Foundational Document: Definitions, Purpose, Assumptions and Guiding Principle as well as current year's audit standards to ensure consistency.
 - iv) The Chairperson of the CCC and the SCOT Executive Director shall not be auditors, but will facilitate the audit process.
- h) 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 March 30th.
- i) The auditors chosen will also have the opportunity to declare any conflict of interest that may impede fairness. The auditor is to complete the conflict of interest form by March 30th.
- j) 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 his/her Occupational Therapy practice.
- k) PDPOs must meet the following requirements:
 - i) Must have at least 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.
- l) PDPOs must show reasonable progress towards completion of goals submitted the previous year. Goals do not necessarily need to be fully completed, but reasonable progress must be demonstrated.
- m) If the auditor(s) find(s) that the provided documentation is incomplete, or so disorganized that it is difficult to assess, the portfolio will be returned to the selected member with instructions on what information or changes are required to allow the audit to continue.
- n) The auditors' will aggregate their independent assessment results onto the CCP audit summary sheet.
- o) 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 a third auditor will be appointed to independently audit the documents. The resulting majority opinion i.e.) meets

audit standards or does not meet audit standards will be forwarded to the SCOT Council for decision.

- p) The CCC Chair and executive director will review the CCP audit summary sheets submitted by the auditors, and the CCC Chair will make the following recommendations to SCOT Council for decision regarding the member's audit results:
 - i) take no further action i.e.) 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;
 - v) request the selected member be audited the following year; and/or
 - vi) other.
 - q) The CCC chair will provide the selected member with a report of SCOT Council's decisions regarding audit results, along with any actions deemed necessary. The report will be sent via e-mail and registered mail if the member has not confirmed within one week's time.
 - i) The final audit report will be placed in the selected member's permanent SCOT file and will include:
 - ii) The independent assessments of each auditor
 - iii) The audit summary sheets
 - iv) Any additional comments from the auditors.
 - r) Any delays to the audit process beyond SCOT's control will result in an adjusted timeframe and will be communicated to audit members and SCOT Council.
- 7) *SCOT Mentoring Program*
- a) The process of Mentoring will include, but is not limited to:
 - i) Helping to identify the selected member's strengths, performance, and challenges as they relate to the development of their PDPO by using the Self-Assessment Tool.
 - ii) Assisting in planning strategies to bridge gaps in the learning process.
 - iii) Providing support, guidance and encouragement as the selected member develops their PDPO and compiles their evidence.
 - iv) Acting as a facilitator or mentor while the selected member takes the actions necessary to achieve his/her 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 eligible to be an SCOT practising member.
 - ii) Have attended or be available to attend an orientation session on the CCP.
 - iii) Signs the SCOT Mentoring Program Confidentiality document
 - iv) Be available to meet with the member being audited.
 - v) Provide regular reports to CCC chair and a final report upon completion of involvement.
 - vi) 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 that the member participate in the SCOT mentorship program the member will notified by e-mail and registered mail if required. from the CCC chair and will include the following information:

- i) Policy R#06
- 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 notify them that they were selected and who they will be mentoring as well as to set up an orientation session with them prior to the SCOT Mentorship Program starting.
- f) An invitation by the CCC chair will be sent to the complete list of SCOT mentors to attend the orientation session if they are interested.
- g) At the mentor orientation the following information will be reviewed:
 - i) Policy R#06
 - ii) Mentor report template
 - iii) SCOT Mentoring Program Confidentiality document
 - iv) How to write a SMART goal and what constitutes sufficient evidence for PDPOs
 - v) Deficiencies in their mentees PDPO goals and/or evidence submitted
 - vi) Deadlines for the start and finish 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 individual's SCOT file.
- i) Following submission of the rewritten PDPOs and/or submission of additional evidence the CCC chair or designate and another CCC member will review the materials submitted to determine if they meet audit standards.
- j) If submitted material(s) do meet audit standards the CCC will make a recommendation to SCOT Council that 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	March 10, 2024