



Saskatchewan Society of Occupational Therapists

Continuing Competency Program Tips

Tips for completing the Professional Development Plan and Outcomes Tool

- **Item Number:** This corresponds to the clinical or non-clinical competencies found on the latest version of the Self-assessment tool or the Essential Competencies of Practice for Occupational Therapists in Canada 3rd Edition. You may also find it helpful to use the Quick Reference Guide on the CCP tab of the SSOT website.
- **Goals:** What do you want to learn? Write at least two specific, measurable, attainable goals that are relevant to OT practice. Consider discussing goals at a staff meeting with fellow OT's.
- **Strategies:** What do you need to do to achieve your goal? Each strategy should link to evidence listed in the Outcomes/Evidence tab.
- **Anticipated Completion date:** This date must be listed in month/year or date/month/year
- **Outcomes/Evidence of Progress:** List evidence of completion of your previous year's goals. List the date that you completed each strategy listed for your goal. You can reference items in your portfolio under this column.

Frequently Asked Questions

1. What if I didn't achieve my goal?

Provide an explanation of why the goal wasn't achieved in the current status column. You may also write more details on a separate page. If you plan to carry over a goal from the previous year, you must show progress to date and rewrite the goal on current PDPO with updated strategies, completion date.

2. What if I switched positions partway through the year or my goal becomes irrelevant?

If your goal(s) becomes irrelevant or unattainable within the year and is thus omitted, Indicate Omit under "Current status" on the PDPO and explain why they are omitted. You must replace your goals with two new goals that apply to your current position. You do not need to submit this to SSOT until renewal.

3. I was on leave for the last membership year. Do I need to participate in the CCP?

For those members that are coming back from a maternity leave/LOA and have been either a non-practicing member or temporary member and are renewing as a practicing member, you are required to submit two new goals for the upcoming year.

4. Do I need to participate in the CCP?

CCP Policy states that all Practicing and Restricted license SSOT members are required to participate in the Continuing Competence Program (CCP) as part of the regular renewal process. Student, Life, Temporary (3 month), Non-Practicing SSOT members, and initial registrants are exempt from participating in the CCP.

5. Do I need to send in my Self-Assessment Tool at renewal?

No. Only the PDPO from the previous year and the upcoming year needs to be submitted at renewal time.

6. Where can I find the CCP Documents?

<http://ssot.sk.ca/continuing-competency-program>

CCP Checklist

Have you

- Filled out your PDPO for the previous membership year? (Professional Development Plan and Outcomes)
- Completed the Self-Assessment tool?
- Completed your PDPO for the upcoming year with at least 2 goals written in SMART format?



Submit PDPO from previous membership year and PDPO for upcoming year to SSOT by February 15th. These can be emailed to admin@ssot.sk.ca and do not need to be mailed.

Please contact the Member at Large for Professional Practice at malpp@ssot.sk.ca with questions regarding the CCP.