



# Saskatchewan Society of Occupational Therapists

## **Professional Development Plan and Outcomes Form: Requirements and guidelines for completion**

December 2018

## **Overview of the Continuing Competency Program**

Saskatchewan Society of Occupational Therapists (SSOT) was given the ability to self-regulate Saskatchewan occupational therapists through provincial legislation, The Occupational Therapists Act, 1997. As part of our self-regulation process, we are mandated by the Association of Occupational Therapy Regulatory Organizations (ACOTRO) to have a continuing competency program in place. It is the purpose of SSOT to protect the public by ensuring the competency of its members, which is monitored through our Continuing Competency Program.

The SSOT Continuing Competency Program mandates every practicing member to complete the following at renewal:

1. Submit the previous registration year Professional Development Plan and Outcomes with required reflection and documented supporting evidence.
2. Submit at least two new Professional Development Plan and Outcomes. Ongoing goals from the previous registration year would be in addition and would not be considered a new goal.
3. Complete the clinical or non-clinical self assessment tool. The member does not submit the completed self assessment tool.
4. The Professional Development Plan and Outcomes must be retained by the member for 10 years.

A member's Professional Development Plan and Outcomes are required to be revised during the registration year if they become unattainable or irrelevant due to the following:

- Changes in practice area
- Funding request denied
- Course canceled
- Other unforeseen circumstances

Revised goals should be submitted to SSOT.

## **Purpose of This Document**

This document outlines how to complete the Professional Development Plan and Outcomes form. Each section of the form is explained individually, outlining requirements and providing guidelines for completion. The sections are explained as follows:

- 1) Registration Year, Goal Number and Item Number from Self-Assessment Tool
- 2) Goal
- 3) Learning Strategies
- 4) Anticipated Completion Date and Current Status
- 5) Outcomes/ Impact on Practice
- 6) Evidence supporting goal completion

# 1) Registration Year, Goal Number and Item Number from Self-Assessment Tool

Clinical

Goal __ of __	Item No. From Clinical Self-Assessment Tool
<b>Registration Year:</b> Mar. 1, 20 __ to Feb. 28, 20 __	<input type="checkbox"/> Item 1 point: __ <input type="checkbox"/> Item 2 point: __ <input type="checkbox"/> Item 3 point: __ <input type="checkbox"/> Item 4 point: __ <input type="checkbox"/> Item 5 point: __ <input type="checkbox"/> Item 6 point: __ <input type="checkbox"/> Item 7 point: __

Non-Clinical

Goal __ of __	Item No. From Non-Clinical Self-Assessment Tool
<b>Registration Year:</b> Mar. 1, 20 __ to Feb. 28, 20 __	<input type="checkbox"/> Unit A <input type="checkbox"/> Unit B <input type="checkbox"/> Unit C <input type="checkbox"/> Unit D <input type="checkbox"/> Unit E

- Each member is required to submit **two goals** using the Professional Development Plan and Outcomes (PDPO) forms, either clinical or non clinical PDPO forms. The member establishes the goals by completing the Clinical or Non-Clinical Self Assessment Tool to identify areas for further competency development. The corresponding item number from the Self Assessment Tool is selected on the PDPO form (example: **X Item 4 point: 6**, Implement place for occupational
- The member considers the following in selecting the appropriate self assessment tool:  
 Any amount of direct client contact = **CLINICAL self assessment tool**  
 No direct contact and/or direct responsibilities to client = **NON-CLINICAL self assessment tool**  
 If occupational therapist fills both role = **CLINICAL self assessment tool**
- The Self Assessment Tools are located on the Saskatchewan Society of Occupational Therapy website.  
 Clinical assessment tool: <http://ssot.sk.ca/+pub/CCP/SSOT%20Self-Assessment%20Tool%20July%202012.pdf>  
 Non-Clinical assessment tool: <http://ssot.sk.ca/+pub/CCP/SSOT%20Non-clinical%20Self-Assessment%20Tool%20July%202012.pdf>
- The member identifies the goal number on the PDPO form (example: **Goal 1 of 2**). Each member is required to complete at least two goals using the PDPO forms for each registration year.
- The member fills in the appropriate corresponding years for the registration year.

## 2) Goal

Goal (What I want to learn, specific and measurable)

- The member completes a **S.M.A.R.T.** goal in relation to the item number selected from the Self Assessment Tool.
- A **S.M.A.R.T.** goal is:
  - Specific
  - Measurable
  - Attainable
  - Relevant
  - Time specific
- See link for Smart goal examples:
- <http://ssot.sk.ca/+pub/CCP/PDPO%20clinical%20form%20example%201%20dec%202018.pdf>
- <http://ssot.sk.ca/+pub/CCP/PDPO%20clinical%20form%20example%202%20dec%202018.pdf>

## 3) Learning Strategies

Learning Strategies/Activities (What I need to do to achieve my goal)

- The member lists the tasks that they will need to complete in order to complete the goal.
- These learning strategies are established at renewal. The list of strategies can develop as the member works on their goal.
- The strategies should be specific (example: list books that will be read; courses; documenting work, speaking to specific individuals.)
- When a learning strategies list is completed thoroughly and in detail, the items from learning strategies list often provide evidence when the goal is completed.

#### 4) Anticipated Completion Date and Current Status

Anticipated Completion Date (Attainable and time oriented)	Current Status
	<input type="checkbox"/> Completed Date: _____
	<input type="checkbox"/> In Progress
	<input type="checkbox"/> Omit (Reason) _____ _____

- The member should provide their best estimation of when the goal will be completed in the Anticipation Completion Date section. The time frame selected should complement the goal, and not span the time frame for the membership year unless appropriate for the goal. For example, if a member plans to attend a course in the in mid October, the anticipated completion date could be approximately December 1, 2018, not February 28, 2018.
- The current status is selected by the member at the time of renewal for goals from the previous membership year.

## 5) Outcomes/ Impact on Practice

<b>Outcomes/ Impact On Practice</b> (How this leaning impacted my practice)
<p>Check all that apply and provide reflection:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Validated my practice</li><li><input type="checkbox"/> Enhanced my practice</li><li><input type="checkbox"/> Expanded my knowledge</li><li><input type="checkbox"/> Increased my awareness of existing resources</li><li><input type="checkbox"/> Other _____</li></ul> <p style="text-align: center;">Please complete the attached reflection form</p>

- In this section each member will check the boxes that best apply to their goal.
- Each member will then provide a summary explaining what they learned and how their learned outcome impacted practice. The reflection document is attached to the Professional Development Plan and Outcomes form.
- Reflection documents can be used as evidence to support learning and achievement of one's goal

