



# Saskatchewan Society of Occupational Therapists

## ***SSOT Continuing Competency Program (CCP) Checklist***

*Have you:*

- Filled out your 2016-2017 PDPO? (Professional Development Plan and Outcomes)
- Completed the Self-Assessment tool?
- Completed 2017-2018 PDPO with at least 2 goals?

Are goals written in SMART format?

- Are goals **specific** (Is it clear what you are going to do?)
- Are goals **measurable**? Will you be able to provide evidence that you have achieved your goal?
- Are goals **attainable**? Are these goals possible to achieve at this time?
- Are goals **relevant**? Goals "Item number" must be referenced with the clinical competencies found on the Self-assessment tool or "The Essential Competencies of Practice for Occupational Therapists in Canada 3rd Edition."
- Are goals **time-oriented**? Month/ year must be listed for each strategy in the "Anticipated Completion Date" column.

Are you carrying over a goal from the previous year? If so, you must show progress to date and rewrite the goal on current PDPO with updated strategies, completion date.



Submit 2016 PDPO and 2017 PDPO to SSOT by February 15<sup>th</sup>. These can be emailed to [admin@ssot.sk.ca](mailto:admin@ssot.sk.ca) and do not need to be mailed.