



SSOT

Saskatchewan Society of
Occupational Therapists

**Professional Development Plan and
Outcomes: Requirements and Guidelines
for Submission**

December 2022

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*. 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.

Every SSOT member that holds a full practicing or restricted licence is required to complete the following at the time of licence renewal:

1. Submit the previous year's Professional Development Plan and Outcomes with **required reflection** and documented supporting evidence.
2. Complete the self assessment tool and identify at least two competencies to improve upon during the upcoming licensing year. Members are not required to submit the completed self assessment tool.
3. Submit at least **two new** goals identified in their Professional Development Plan. Ongoing goals from the previous licensing/membership year would be in addition and would not be considered a new goal.
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 licensing/membership year if they become unattainable or irrelevant due to the following:

- Changes in practice area
- Funding request(s) denied
- Course cancellation
- Other unforeseen circumstances

Members are required to submit revised goals to SSOT.

Continuing Competency Program Update

SSOT's regulatory database has been further updated to allow licenced members to input their Professional Development Plan & Outcomes information directly into the database.

Document Sections

IMPORTANT: It is important to complete the sections in the order identified below. Skipping ahead to input the NEW 2023-2024 goals into the 2022 CCP Application (instead of the 2023 CCP Application) will require additional assistance from SSOT staff to correct.

Helpful Hints:

- If the “Cycle Start Date” indicates, “February 15, 2022”, it is the CCP Application for your 2022-2023 goals.
 - If you did not already submit your 2022 CCP Application and you do not have access to this page, please contact SSOT staff for assistance.
- If the “Cycle Start Dates indicates, “February 15, 2023”, the CCP Application section is ready to be linked to your NEW 2023-2024 goals in the learning log.
 - If you do not have access to the 2023 CCP Application, please wait until after January 1st, 2023 to link your NEW goals from the learning log to the CCP Application.

Continuing Competence Program
View and manage your Continuing Competence Application

Application submitted and is now pending approval.

[View History ▶](#) [Continue Renewal ▶](#)

APPLICATION SUMMARY

Current Status	Pending
Cycle Start Date	2022-02-15
Required Competencies	2
Valid Competencies	2

This application is pending review. You will be notified via email of any changes to your application's status.

This document is divided into the following four sections.

- Section 1: Identifying the Completed Strategies & Associated Reflections into the Database (2022-2023 goals)
- Section 2: Uploading the Outcome Documents & Updating the Goal Status (2022-2023 goals)
- Section 3: Preparing your Professional Development Plan (2023-2024 goals)
- Section 4: Inputting the Professional Development Plan into the Database (2023-2024 goals)

The first section describes how to record the completed strategies and associated reflections pertaining to the 2022-2023 goals.

The second section outlines the instructions for uploading the associated evidence documents and updating the status of the 2022-2023 goals.

The third section describes how to complete the preparation portion of the Professional Development Plan and anticipated Outcomes for the 2023-2024 goals using the form provided by SSOT.

The fourth section provides instructions on how to input the Professional Development Plan information directly into the online database. Inputting the Professional Development Plan and Outcomes information is required to complete the licence renewal process. **Please note: The steps in section 1 and**

2 must be completed for the 2022-2023 goals before the 2023-2024 goals can be linked from the learning log to the CCP section of the database.

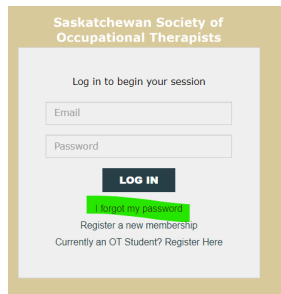
Section 1: Identifying the Completed Strategies & Associated Reflections into the Database

This section outlines how to input the Professional Development Plan and Outcomes completed strategies and evidence directly into the online database throughout the licensing year. The Professional Development Plan & Outcomes form can be used to prepare the information ahead of time. This section identifies the following steps:

- 1) Login to the Online Database
- 2) Access Learning Log
- 3) Select Goal Licencing Year
- 4) Add Learning Log Entry

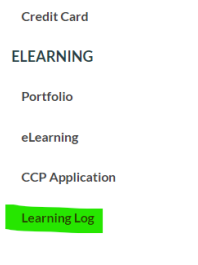
1) Login to the Online Database

- Access the online database via the SSOT website (ssot.sk.ca), click on **Login** at the top of the webpage and enter your e-mail and password.
 - If you forgot your password, click on **I forgot my password**; input the email address where you receive SSOT information and click on **Send Password Reset Link**. An automated email will be sent to the email address you provided. Click on **Click to Reset Password** and follow the prompts to set up a new password.



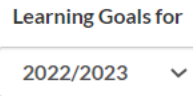
2) Access Learning Log

- Click on **Learning Log**, located in the column on the left side.

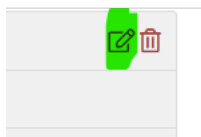


3) Select Goal Licensing Year

- Under the heading “**Learning Goals for,**” select the appropriate licensing year in the drop-down menu.

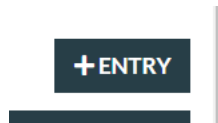


- A list of numbered **GOALS** and their **RELATED CCP ACTIVITY** that were previously inputted will appear.
- Goals can be edited as needed by clicking on the edit button associated with each Goal.
 - If the Edit and Delete icons are not present, click on a different year (example 2021/2022) to access those learning logs and then click back on the 2022/2023 year. The database provider is currently working to resolve this so that both icons appear at all times.



4) Input Evidence of Goal Progress/Completion

- Click on **+ENTRY** located on the bottom right section of the screen.



- Identify the **GOAL** in the numbered drop-down list that you are adding an entry for.
- In the space provided, **Describe the Learning Strategies Used** to work on/complete this goal.
- Select the date that the strategies were completed under the heading, **Date Complete**. Members are encouraged to complete the entries on the dates the strategies are completed as the dates cannot be backdated. If the strategies were completed on a previous date, click on the current date to identify completion of the strategies.
- Input a **Self-Reflection** pertaining to the strategies and the portion of the goal completed. Identify what was learned and how the learning outcome impacted practice (validated practice, enhanced practice, expanded knowledge, increased awareness of existing resources, etc.).

ADD LEARNING ENTRY ×

Related to
Goal #1

Describe Learning Strategies Used

Date Complete

Self-Reflection

SAVE

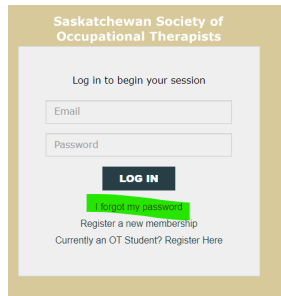
Section 2: Uploading the Outcome Documents & Updating the Goal Status

This section outlines the instructions for uploading the associated outcome / evidence documents and updating the status of the goals. This section identifies the following steps:

- 1) Login to the Online Database
- 2) Access CCP Application
- 3) Select Category
- 4) Upload Outcome/Evidence Documents
- 5) Update Goal Status
- 6) Review Application Status

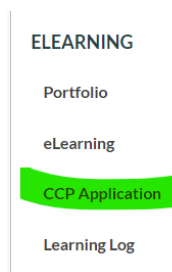
1) Login to the Online Database

- Access the online database via the SSOT website (ssot.sk.ca), click on **Login** at the top of the webpage and enter your e-mail and password.
 - If you forgot your password, click on ***I forgot my password***; input the email address where you receive SSOT information and click on ***Send Password Reset Link***. An automated email will be sent to the email address you provided. Click on ***Click to Reset Password*** and follow the prompts to set up a new password.



2) Access CCP Application

- To access the Continuing Competency Program (CCP) Application page, click on **CCP Application**, located in the column on the left side.



- Check to make sure that the Cycle Start Date indicates February 15, 2022.

Continuing Competence Program
View and manage your Continuing Competence Application

Application submitted and is now pending approval. ✕

[View History ▶](#) [Continue Renewal ▶](#)

APPLICATION SUMMARY

Current Status	Pending
Cycle Start Date	2022-02-15
Required Competencies	2
Valid Competencies	2

This application is pending review. You will be notified via email of any changes to your application's status.

3) Select Appropriate Category

- Select the competency pertaining to the 2022-2023 goal. For completed 2022-2023 goals, ensure that the learning log goals are linked to a competency from the Essential Competencies document, 2011 in the CCP section.

THE ESSENTIAL COMPETENCIES OF PRACTICE FOR OCCUPATIONAL THERAPISTS IN CANADA (3RD EDITION), 2011

CLINICAL CATEGORIES:

Please note: the clinical essential competency categories are not to be used for your 2023-2024 learning plan goals. The new 2021 competencies (found below) are to be used for your two new goals and any progressing goals.

1 - Assume Professional Responsibility ⓘ Activities Logged: 0	▼
2 - Think Critically ⓘ Activities Logged: 0	▼
3 - Demonstrates Practice Knowledge ⓘ Activities Logged: 0	▼
4 - Utilize an Occupational Therapy Practice Process to Enable Occupation ⓘ Activities Logged: 0	▼
5 - Communicate & Collaborate Effectively ⓘ Activities Logged: 0	▼
6 - Engage in Professional Development ⓘ Activities Logged: 0	▼
7 - Manage Own Practice and Advocates within Systems ⓘ Activities Logged: 0	▼

NON-CLINICAL CATEGORIES:

Please note: the non-clinical essential competency categories are not to be used for your 2023-2024 learning plan goals. The new 2021 competencies (found below) are to be used for your two new goals and any progressing goals.

A - Assumes Professional Responsibility ⓘ Activities Logged: 0	▼
B - Thinks Critically ⓘ Activities Logged: 0	▼
C - Communicates and Collaborates Effectively ⓘ Activities Logged: 0	▼
D - Engages in Professional Development ⓘ Activities Logged: 0	▼
E - Manages Own Work and Advocates Within Systems ⓘ Activities Logged: 0	▼

- If the 2022-2023 goal from the learning log is not already linked fill in the information under the “New Activity” (Goal, Competency, Learning Strategies, start date/end dates, etc.) and select “Associate to existing learning plan goal” and select the goal to be linked.
- If the learning log goal is linked to the CCP but to the wrong year (not 2022-2023), go to the learning log section to copy and paste the current learning log goals into a new entry and then link it to the 2022-2023 CCP afterwards.

NEW ACTIVITY

Goal

Associate to existing Learning Plan Goal
 Create associated Learning Plan Goal
 No Learning Plan Goal

Start Date

Competency

Please select... ▼

Learning Strategies

Documents ⓘ

Name of File:

Choose a file to upload:

+ Document

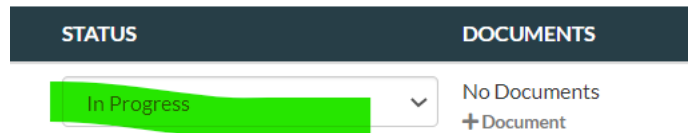
SAVE ACTIVITY

4) Upload Outcome / Evidence documents

- Optional: upload documents containing additional reflections or evidence of strategies completed associated with the goal. Click the button under the head **Choose a file to upload** and indicate the **Name of File**.

5) Update Goal Status

- Under the **LOGGED ACTIVITIES** heading, update the **STATUS** of the goal from the drop-down menu.
 - Select **Completed**, if the goal has been completed and the evidence of completed strategies have been uploaded and identified in the Learning Log section.
 - Select **In Progress**, if the goal has not yet been completed and is within the current licensing year.
 - Select **Future Goal**, if the goal will be carried over to the next licensing year. Additional learning strategies must be identified.
 - Select **Omit**, if the goal is no longer relevant and a new goal has been created to replace it. Identify the reason the goal was omitted and upload the document under the **DOCUMENTS** heading.

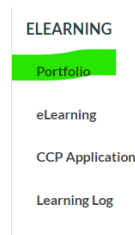


STATUS	DOCUMENTS
In Progress	No Documents + Document

- Once the status of each goal has been identified, click on the green **Submit for Review!** button under the **APPLICATION SUMMARY** section on the **CCP Application page**.
- SSOT Staff will review the CCP Application and will approve, deny, or mark it incomplete as appropriate.

6) Review Application Status

- Select **Portfolio** in the left column to access the **PORTFOLIO OVERVIEW**.



- Review to ensure the Application **DUE DATE** and **PROGRESS** are accurate.

- Review to ensure the **COMPETENCY ACTIVITIES** display the correct information (*application due date, application status, goal, category, type, related goal*).
- Review to ensure the **LEARNING GOALS** display the correct information (*goal, learning strategies, target date, related entries*).

Section 3: Preparing your Professional Development Plan

This section outlines how to complete the Professional Development Plan and Outcomes (PDPO) form, located on the [SSOT website](#).

Although the ***PDPO forms are no longer required for submission***, the information from the forms will be required for submission. Members may still choose to use the forms to assist with preparing their Professional Development Plan and Outcomes for submission into the database.

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 Competency from Self-Assessment Tool
- 2) Goal
- 3) Learning Strategies/Activities
- 4) Anticipated Completion Date and Current Status
- 5) Outcomes/ Impact on Practice
- 6) Evidence Supporting Goal Completion/Progression

1) Registration Year, Goal Number, and Competency from the Self-Assessment Tool

Goal __ of __	Competency I want to improve upon as identified in my Self-Assessment Tool (Choose one)
Registration Year:	
Mar. 1, 20 __	<input type="checkbox"/> Domain A __. __
to	<input type="checkbox"/> Domain B __. __
Feb. 28, 20 __	<input type="checkbox"/> Domain C __. __
	<input type="checkbox"/> Domain D __. __
	<input type="checkbox"/> Domain E __. __
	<input type="checkbox"/> Domain F __. __

- Each full practicing or restricted licence member is required to submit **two new goals** for their Professional Development Plan each renewal. The member establishes the goals by completing the Self Assessment Tool to identify areas for further competency development. The corresponding competency from the Self Assessment Tool is selected on the PDPO form. (Example: X Domain E1.4)

- The Self Assessment Tools is located on the [Saskatchewan Society of Occupational Therapy website](#).
- The member identifies the goal number on the PDPO form (example: **Goal 1 of 2**). Each member is required to submit at least two new goals for each registration year.
- The member fills in the appropriate corresponding years for the membership/licensing year.

2) Goals

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

- The member completes a **S.M.A.R.T.** goal in relation to the competency selected from the Self Assessment Tool.
- A **S.M.A.R.T.** goal is:
 - Specific
 - Measurable
 - Attainable
 - Relevant
 - Time specific

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 achieve the goal.

- These learning strategies are established at the time of licensing 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 the learning strategies list often provides the list of evidence when the goal is complete.

4) Anticipated Completion Date and Current Status

Anticipated Completion Date (Attainable and time oriented)	Current Status
	<input type="checkbox"/> Completion 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 necessarily span the time frame for the licensing year. For example, if a member plans to attend a course in mid October, the anticipated completion date could be approximately December 1, 2023, not February 28, 2024.
- The current status is selected by the member at the time of licensing renewal for goals from the previous licensing year.

5) Outcomes / Impact on Practice

Outcomes/ Impact On Practice (How this learning impacted my practice)
Check all that apply and provide reflection: <input type="checkbox"/> Validated my practice <input type="checkbox"/> Enhanced my practice <input type="checkbox"/> Expanded my knowledge <input type="checkbox"/> Increased my awareness of existing resources <input type="checkbox"/> Other _____ Please complete the attached reflection form

- In this section, each member will check the boxes that best apply to their completed goal.
- Each member is required to provide a reflection, which includes an analysis or summary explaining what they learned and how their learned outcome(s) impacted their 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(s).
- Members can consider the following when writing their reflection:
 - Did the learning strategies/activities completed **validate your practice**? If so, how? If not, why?
 - Did the learning strategies/activities **enhance your practice**? Were they relevant/applicable? What are you now doing differently?
 - How have you **expanded your knowledge**? How have you incorporated that knowledge into your practice?
 - Did the professional development activities change your practice in ways **other** than those listed above? Describe.

6) Evidence Supporting Goal Completion / Progression

Evidence Supporting Goal Completion/Progression (Certificates, course material, books, notes, dates, etc.)
List evidence and location in portfolio:
If audited, evidence will be required to be submitted

- Ensure evidence is well documented and specific to the identified goal.
- If audited, ensure all evidence is attached and organized with the appropriate goal.
- The Professional Development Log can be used to standardize the evidence for strategies, such as teleconferences, lunch and learns, meetings, and self study. See the link for the Professional Development Log: [Professional-Development-Log-dec-2020.pdf \(ssot.sk.ca\)](https://ssot.sk.ca/Professional-Development-Log-dec-2020.pdf).
- Please see the PDPO audit checklist for examples of types of evidence to include: [Audit Checklist \(ssot.sk.ca\)](https://ssot.sk.ca/Audit-Checklist)

Section 4: Inputting the Professional Development Plan into the Database

SSOT's regulatory database has been further updated to allow licensed members to input their Professional Development Plan & Outcomes information directly into the database.

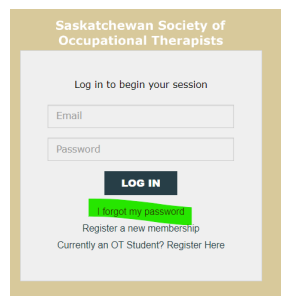
The two **NEW 2023-2024 Goals** as well as any **incomplete goals** carried over from the **2022-2023** licensing year will need to be inputted directly into the online database on the **CCP Application** and **Learning Log** page. This section outlines how to input the Professional Development Plan and Outcomes information directly into the online database.

This section identifies the following steps to input goals directly into the database:

- 1) Login to the Online Database
- 2) Access Learning Log
- 3) Add Learning Objective (Goal)
- 4) Access CCP Application Page
- 5) Select Category
- 6) Complete New Activity Section
- 7) Repeat Steps for All Goals

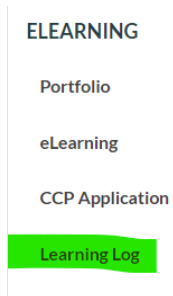
1) Login to the Online Database

- Members who are required to participate in the Continuing Competency Program must input the PDPO information directly into the database prior to the time of licencing renewals. To access the online database, members will need to login to their account.
- Access the online database via the SSOT website (ssot.sk.ca), click on **Login** at the top of the webpage and enter your e-mail and password.
 - If you forgot your password, click on **I forgot my password**; input the email address where you receive SSOT information and click on **Send Password Reset Link**. An automated email will be sent to the email address you provided. Click on **Click to Reset Password** and follow the prompts to set up a new password.

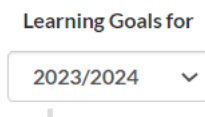


2) Access Learning Log

- To access the Learning log, click on **Learning Log**, located in the column on the left side.

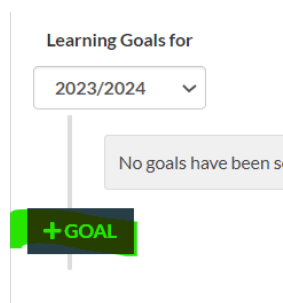


- Select the appropriate licensing year in the dropdown menu for the **Learning Goals**.



3) Add Goal

- Click on the **+GOAL** button.

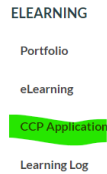


- Input **Goal** in SMART Goal format.
- Input **Learning Strategies** (activities that will be completed to achieve goal)
- Select **Target Date** for goal completion.
- Click **Save**

A screenshot of a form titled 'ADD LEARNING GOAL' with a close button (x) in the top right corner. The form contains three input fields: 'Learning Goal', 'Learning Strategies' (a larger text area), and 'Target Date'. A 'SAVE' button is located at the bottom right of the form.

4) Access CCP Application Page

- Click on **CCP Application** located in the column on the left side of the screen.



- **IMPORTANT:** If you do not have access to the 2023 CCP Application, please wait until after January 1st, 2023 to link your NEW goals from the learning log to the CCP Application.

5) Select Category

- Click on the Competency pertaining to your goal. For all new and progressing goals, members are to use the new competencies, 2021.

COMPETENCIES FOR OCCUPATIONAL THERAPISTS IN CANADA, 2021

COMPETENCY DOMAINS:

A - Occupational Therapy Expertise ? Activities Logged: 0
B - Communication and Collaboration ? Activities Logged: 0
C - Culture, Equity, and Justice ? Activities Logged: 0
D - Excellence in Practice ? Activities Logged: 0
E - Professional Responsibility ? Activities Logged: 0
F - Engagement with the Profession ? Activities Logged: 0

6) Complete New Activity Section

- Indicate your new goal **Start Date**. This date needs to be within the licensing year that it corresponds with.

- Indicate your anticipated goal completion **End Date**. This date needs to be within the licensing year that it corresponds with.
- Identify your Learning **Goal** in the dropdown menu.
- Select the specific **Competency** and **Performance Indicator** from the drop-down menus that corresponds with your goal.
 - Refer to the Self-Assessment Tool as needed.
- List the **Learning Strategies** that will be used to complete the goal.
- Select **Associate to existing Learning Plan Objective** (Learning Plan Objective was completed in step 3).
- Select the appropriate Learning Goal in the dropdown menu under the heading **Associate with Learning Plan Objective**.
- Click **Save Activity**.

NEW ACTIVITY

Goal

Competency

Please select... ▾

Learning Strategies

Associate to existing Learning Plan Goal
 Create associated Learning Plan Goal
 No Learning Plan Goal

Start Date

End Date

Documents ⓘ

Name of File:

Choose a file to upload:

+ Document

SAVE ACTIVITY

7) Repeat Steps for All Goals

- Complete steps #2-6 in this section to add a minimum of two **NEW** goals for the upcoming licensing year.
- Any goals that were not completed from the previous licensing year(s) will also need to be inputted using the same steps in this section.