

## Competency Unit 1: Assume Professional Responsibility

*Occupational therapists assume professional responsibility for safe, ethical and effective practice.*

### Item 1.1

**Demonstrate a commitment to clients, public and the profession.**

Performance Indicators Are:

- a. Demonstrate knowledge of regulation
- b. Demonstrate professional behaviours.
- c. Take action to ensure that practice and setting support professional responsibilities.
- d. Support others to practice professional responsibility
- e. Take necessary actions to ensure client safety.

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.



**Item 1.2****Practice within scope of professional and personal limitations and abilities.**

Performance Indicators Are:

- a. Demonstrate an understanding of the scope of practice as defined by the Saskatchewan Society of Occupational Therapists.
- b. Demonstrate an understanding of the interconnections between scope of practice and practice setting.
- c. Take action to ensure that personal and professional limitations do not cause competence to fall below a level considered acceptable by the Saskatchewan Society of Occupational Therapists.
- d. Manage overlaps in scope of practice with other professions.

I meet  
ConsistentlyI need or  
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improve

N/A

Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.



**Item 1.3**

**I adhere to the Code of Ethics**  
[SSOT Bylaw XVI Appendix 1](#)  
**for occupational therapists in**  
**Saskatchewan**

Performance Indicators Are:

- a. Communicate title and credentials accurately.
- b. Comply with client confidentiality and privacy practice standards and legal requirements.
- c. Respond appropriately to ethical issues encountered in practice.
- d. Maintain appropriate relationships and boundaries with clients.
- e. Manage conflict of interest

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.



**Item 1.4****Apply ethical frameworks to solve ethical situations.**

Performance Indicators Are:

- a. Recognize situations which impact ethical behaviour.
- b. Respond appropriately to observed unprofessional behaviours in the practice.
- c. Comply with the obligation to and processes for reporting unsafe, unethical or incompetent practice by an occupational therapist.

I meet  
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improve

N/A

Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.



**Item 1.5****Demonstrate professional integrity.**

Performance Indicators Are:

- a. Accept responsibility for actions and decisions.
- b. Show respect for the dignity, privacy, and confidentiality of clients.
- c. Manage conflicts of interest (real or perceived).
- d. Demonstrate sensitivity to power imbalance (real or perceived).
- e. Understand the impact of values and beliefs that may affect practice.
- f. Demonstrate sensitivity to diversity.

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.



## Competency Unit 2 – Think Critically

*Occupational therapists use critical reasoning and reflection approaches for safe, ethical, and effective practice.*

### Item 2.1

**Demonstrate sound professional judgement and clinical reasoning in decision-making.**

Performance Indicators Are:

- a. Demonstrate effective and evidence based problem solving and judgement to address client needs.
- b. Negotiate common ground with clients, inter-professional team members, and other stakeholders.
- c. Integrate complexity of client issues, needs, and goals within occupational therapy service.
- d. Integrate relevant information with previous learning, experience, professional knowledge, and current practice models.
- e. Synthesize and analyze the information to inform occupational therapy service.

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.



Item 2.2	I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.
<p><b>Engage in a reflective and evaluative approach to practice that integrates findings into practice.</b></p>				
<p>Performance Indicators Are:</p> <ul style="list-style-type: none"> <li>a. Demonstrate insight into personal expertise and limitations.</li> <li>b. Demonstrate effective, appropriate, and timely consultation with other health professionals as needed for optimal client service.</li> <li>c. Investigate alternative explanations for deficits in occupational performance and engagement.</li> <li>d. Recognize situations where services (i.e. client processes for occupation, occupational performance, and/or engagement) should be adjusted, limited, modified, or discontinued.</li> </ul>				

## Competency Unit III: Demonstrates Practice Knowledge

*Occupational therapists demonstrate practice knowledge for safe, ethical, and effective practice.*

### Item 3.1

**Use current occupational therapy foundational knowledge in day-to-day practice**

Performance Indicators Are:

- a. Apply relevant current knowledge of foundational biomedical and social sciences to practice.
- b. Use current models and approaches that apply in occupational therapy practice.
- c. Integrate appropriate current occupational therapy knowledge into practice.

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.





**Item 3.2**

**Demonstrate awareness of the physical, social, cultural, institutional and economic environment relevant to the jurisdiction of practice.**

Performance Indicators Are:

- a. Understand the impact of physical, cultural, institutional, and economic factors relevant to practice.
- b. Adjust occupational therapy service to reflect a client-centred approach related to physical, social, cultural institutional and economic environment.

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.



**Item 3.3**

**Demonstrate awareness of experiential knowledge of client and occupational therapist.**

Performance Indicators Are:

- a. Understand the impact of experiential knowledge of client and occupational therapist.
- b. Adjust occupational therapy services to reflect a client-centered approach related to the client's experiential knowledge as well as the occupational therapist's experiential knowledge.

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.

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**Item 3.4****Demonstrate awareness of legislative and regulatory requirements relevant to the Saskatchewan Society of Occupational Therapists**

Performance Indicators Are:

- a. Understand the impact of legislative and regulatory requirements relevant to the province of Saskatchewan and area of practice.
- b. Ensure practice-setting policies are consistent with Saskatchewan regulations and legislative requirements.

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.



## Competency Unit IV: Utilize an Occupational Therapy Practice Process to Enable Occupation

*Occupational therapists use systematic approaches to enabling occupation for safe, ethical, and effective practice*

### Item 4.1

**Clarify the role of occupation and enablement when initiating services.**

Performance Indicators Are:

- a. Identify the recipient(s) of occupational therapy service as the client(s).
- b. Clarify the expectations of stakeholders, third party payers, and relevant other that impact or complement service.
- c. Identify the knowledge, skills, and attitudes required to provide the appropriate service to the client.
- d. Communicate scope and parameters of services to clients, referring agents, and relevant others.
- e. Identify and communicate to client and relevant others the strengths and limitations of practice.
- f. Establish with the client a shared understanding of occupation, occupational performance, engagement, and enablement issues.

I meet Consistently	I need or want to improve	N/A	
			Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.



**Item 4.2**

**Demonstrate a systematic client centered approach to enabling occupation.**

- a. Use strategy that engages the client in a collaborative approach.
- b. Build rapport and trust within the relationship.
- c. Discuss client expectations with regard to occupational therapy services.
- d. Enable client to identify issues and clarify client concerns, expectations, and priorities.
- e. Enable client to examine risks and consequences of options.
- f. Achieve mutual understanding and agreement concerning services to be provided.

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.

**Item 4.3**

**Ensure informed consent prior to and throughout service provision.**

Performance Indicators Are:

- a. Adhere to regulatory, legislative, and service requirements regarding informed consent
- b. Demonstrate the principles and practices for obtaining informed consent.
- c. Obtain consent for involvement of support personnel, students, and other providers involved in the provision of occupational therapy service components.
- d. Identify situations where informed consent may be problematic and takes steps to rectify issues.

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.

Empty space for providing examples of how the competency is achieved in practice.

**Item 4.4**

**Access occupational performance, engagement, and enablement needs of client.**

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.

Performance Indicators Are:

- a. Assess occupational performance and engagement.
- b. Identify the client's strengths and resources.
- c. Assess components related to the occupation and occupational performance and engagement issues identified.
- d. Gather additional relevant information.
- e. Determine the appropriate service delivery approach for client-centered occupational therapy services



**Item 4.5**

**Developing client-centred plan with client, interprofessional team members, and other stakeholders.**

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.

Performance Indicators Are:

- a. Integrate client wants and needs into all aspects of planning.
- b. Identify client's priority occupational issues and possible occupational goals.
- c. Analyze physical, cultural, social, and institutional environmental impact on occupational performance and engagement issues.
- d. Analyze and propose options to increase inclusion and accessibility in the client's environment.
- e. Develop realistic, measurable, understandable, and targeted outcomes consistent with client's values and life goals.
- f. Plan for needed service delivery, which considers limits or constraints on the various service delivery methods.
- g. Refer to additional services as appropriate.

Empty space for providing examples of how the competency is achieved in practice.



**Item 4.6****Implement plan for occupational therapy services.**

Performance Indicators Are:

- a. Implement the client-specific plan with client, interprofessional team members and other stakeholders.
- b. Monitor impact of plans on person, occupation and, environment.
- c. Implement interventions in an effective and ethical manner.

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N/A

Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.



**Item 4.7**

**Monitor plan to modify in a timely and appropriate manner.**

Performance Indicators Are:

- a. Regularly re-assess client`s progress to compare with initial finds, occupational goals and plan.
- b. Adapt or redesign plan as needed.
- c. Document conclusion/exit and disseminates information and recommendations for next steps such as discharge, coordinated transfer, or re-entry.
- d. Discontinue service in situations when occupational therapy should not continue.

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.

## Competency Unit V: Communicate & Collaborate Effectively

*Occupational therapists use effective communication and collaboration approaches for safe, ethical, and effective practice*

### Item 5.1

**Communicate effectively with the client, interprofessional team members, and other stakeholders using client-centred principles that address physical, social, cultural or other barriers to communicate.**

- a. Foster open, honest, and clear communication.
- b. Deliver information in a respectful, thoughtful manner.
- c. Use strategies that empower communication.
- d. Adapt communication approach to ensure that barriers to communication do not impact the client's ability to direct own care process.
- e. Employ education approach as appropriate.

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.



**Item 5.2**

**Communicate using a timely and effective approach.**

Performance Indicators Are:

- a. Use a systematic approach to record keeping of occupational therapy services.
- b. Maintain clear, accurate, and appropriate records to client encounters and plans.
- c. Apply the various regulations that are specific to record keeping in occupational therapy.
- d. Determine with client the right of others to client's information.
- e. Disclose information in accordance with client consent.

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.



**Item 5.3**

**Maintain confidentiality and security in the sharing, transmission, storage, and management of information.**

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.

Performance Indicators Are:

- a. Adhere to legislation, regulatory requirements and facility/employer guidelines regarding protection of privacy, security of information.
- b. Establish and/or adhere to provincial and facility policies and procedures related to the management of information.
- c. Take action to anticipate and minimize foreseeable risks to privacy and confidentiality of information.



**Item 5.4****Collaborate with client, interprofessional team, and other stakeholders**

Performance Indicators Are:

- a. Explain role in client services to team members and clients.
- b. Demonstrate receptiveness to others' perspectives that serve the best interest of the client.
- c. Demonstrate flexibility within team.
- d. Ask for support when appropriate.
- e. Demonstrate leadership techniques appropriate to the situation.

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.



**Item 5.5**

**Work effectively with client, interprofessional team, and other stakeholders to manage positive professional relationships.**

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.

Performance Indicators Are:

- a. Demonstrate sensitivity to issues related to diversity and difference.
- b. Adapt approach to consider impact of diversity on occupational therapy service outcomes.
- c. Demonstrate willingness to set team goals and priorities, measure progress, and learn from experience together as a team.
- d. Enable parties to openly communicate and consider other opinions.
- e. Manage differences, misunderstandings, and limitations that may contribute to interprofessional tensions in an effective and diplomatic manner.



## Competency Unit VI: Engage in Professional Development

*Occupational therapists engage in professional development for safe, ethical and effective practice.*

### Item 6.1

**Use self-evaluation, new learning, and evidence in professional development.**

Performance Indicators Are:

- a. Conduct a regular assessment of personal learning needs required to ensure ongoing competence.
- b. Adjust assessment of personal learning needs with external information.
- c. Review various sources of information and new knowledge and determines applicability to practice.

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.





**Item 6.2**

**Demonstrate commitment to continuing competence.**

Performance Indicators Are:

- a. Maintain the knowledge, skills, and attitudes to provide safe, efficient, and effective service in areas of practice.
- b. Integrate new knowledge, skills, and attitudes into practice.
- c. Implement a plan for continual professional improvement.
- d. Take action to address deficiencies to enhance practice.

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.



**Item 6.3**

**Enhance personal competence through integration of on-going learning into practice.**

Performance Indicators Are:

- a. Keep abreast of changes in practice setting that affect scope of practice.
- b. Adapt to changes in practice using evidence, practice standards, and best practice.
- c. Enhance knowledge, skills and attitudes in needed areas of personal competence.

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.

## Competency Unit VII: Manage Own Practice and Advocates within Systems

*Occupational therapists manage the quality of practice and advocate within systems for safe, ethical, and effective practice.*

### Item 7.1

#### Manage day-to-day practice processes.

Performance Indicators Are:

- a. Prioritize professional duties when faced with multiple clients and competing needs.
- b. Allocate occupational therapy services balancing client needs and available resources.
- c. Balance work priorities and manage time with respect to client services, practice requirements, and professional responsibilities.
- d. Manage professional responsibilities by recognizing personal and professional limits of functioning.

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.



**Item 7.2**

**Manage assignment of service to support personnel, other staff, students, and others under the occupational therapist's supervision.**

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.

Performance Indicators Are:

- a. Adhere to regulatory requirements and/or guidelines relating to the assignment of tasks and supervision of support personnel, students of occupational therapy, and other students.
- b. Orient to role, duties, and responsibilities.
- c. Support effectiveness and safety through monitoring preceptorship, supervision, mentoring, teaching, and coaching.
- d. Assign appropriate work activities.
- e. Provide regular feedback and evaluation.

Large empty rectangular area for providing examples of competency achievement.

**Item 7.3**

**Contribute to a practice environment that supports client-centered occupational therapy service, which is safe, ethical and effective.**

Performance Indicators Are:

- a. Participate in established organizational processes.
- b. Manage risk in practice to prevent and mitigate safety issues.
- c. Take appropriate action to align consistency of practice environment requirements with regulatory requirements.

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.



**Item 7.4****Demonstrate commitment for client and provider safety.**

Performance Indicators Are:

- a. Demonstrate knowledge of policies and procedures as they relate to client and provider safety.
- b. Integrate safety practices into daily activities.

I meet  
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N/A

Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.



**Item 7.5****Participate in quality improvement initiatives.**

Performance Indicators Are:

- a. Demonstrate accountability for quality of own practice.
- b. Show awareness of health systems, error, and client safety concepts.
- c. Work with clients and others in quality improvement initiatives.
- d. Take action on identified risks to self, client or practice setting.
- e. Advocate for change to ensure that recommended interventions are implemented and sustained.

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.



**Item 7.6**

**Advocate for the occupational potential, occupational performance, and occupational engagement of clients.**

I meet Consistently	I need or want to improve	N/A	Please provide at least one example describing how this item of competency is achieved in your current area of practice. Attach additional pages if necessary.

Performance Indicators Are:

- a. Balance the ethical and professional issues inherent in client advocacy including altruism, autonomy, integrity, and idealism.
- b. Manage the conflict inherent between advocacy role for a client and manager of finite services and resources.
- c. Advocate appropriately for the role of occupational therapy to clients and the interprofessional team.
- d. Communicate the role and benefits of occupational therapy in occupational performance and occupational engagement.
- e. Act on identified advocacy, promotion and prevention opportunities for occupation and occupational performance with individuals for whom occupational therapy services are provided.

Empty space for providing examples of how the competency is achieved in practice.