



1 Policy

- 1.1 Practicing and Restricted license SSOT members are required to participate in the Continuing Competence Program (CCP) as part of the regular renewal process.
- 1.2 Student, Life, Temporary (3 month), Non-Practicing SSOT members, and initial registrants are exempt from participating in the CCP.
- 1.3 The Professional Development Plan and Outcomes (PDPO) must be completed and received by SSOT by February 15th of each year. This includes your completed PDPO of the previous year along with your PDPO for the current year. PDPOs for the current year must state 2 goals and these goals must be updated annually to show progression.
- 1.4 Any SSOT member, that is renewing as a practicing or restricted license SSOT member, whose PDPO is not received by the 15th of February will be charged a late fee; if the PDPO has not been received by the last day of February, that member will be immediately notified, along with applicable employer(s), that the member in question is no longer registered with SSOT and, therefore, cannot practice Occupational Therapy in Saskatchewan as of March 1.
- 1.5 Members participating in the CCP are required to retain and maintain accurate records of learning activities related to professional development in a professional portfolio.
- 1.6 If a member's goal(s) becomes irrelevant or unattainable within the year and is thus omitted, the member is required to establish an alternate goal and provide evidence for same. It is insufficient to omit PDPO goals and/or evidence and not replace or modify them in their PDPO and Professional Portfolio.
- 1.7 If submitting evidence for a goal that has progressed from a previous year, ensure to send all evidence from beginning of goal to current so that progression can be determined.
- 1.8 In exceptional circumstances members may submit a request to SSOT council for an extension of submission dates or exemption of participation in the CCP according to SSOT policy G#17.
- 1.9 A minimum of 5% of members will be randomly chosen to be audited.
- 1.10 Audits shall be conducted by individuals who are eligible to be SSOT practicing members, without direct or indirect conflict of interest, and have



attended an orientation to the CCP audit process.

- 1.11 Any member selected for audit, whose Professional Portfolio contents are not received by SSOT by October 1 will be charged a late fee. If the Professional Portfolio contents are not received prior to the first day of the audit then the Professional Practice Committee (PPC) will recommend to SSOT Council that this member did not meet audit standards.
- 1.12 The PPC chair will report audit results and make recommendations to SSOT council for decision.
- 1.13 The PPC chair will notify audited members of Council's decision regarding audit results.
- 1.14 In circumstances where SSOT members do not meet audit criteria mentoring may be provided as a support mechanism.
- 1.15 SSOT Members who do not meet audit criteria in the current year may be required to participate in the audit of the upcoming year.
- 1.16 Members who have been audited have the right to appeal any decision(s) of the SSOT council according to the SSOT appeal policy.

2. Purpose

- 2.1 To substantiate that SSOT members are meeting essential professional competencies and engaging in professional development through the use of a formalized process.

3. Procedure

3.1 CCP Core Requirements

- 3.1.1 CCP requires that selected members:
 - a) Complete the Self-Assessment Tool annually.
 - b) Complete and submit the PDPO to SSOT by February 15 annually.
 - PDPOs must state at least two goals.
 - Goals and/or strategies must be updated annually to show progression.
 - c) Retain and maintain a Professional Portfolio including PDPOs and evidence of progress towards/completion of PDPOs.
 - PDPOs must be retained by the SSOT member for 10 years
 - Examples of evidence/documentation of learning activities related to professional development may



include but is not limited to:

- Curriculum Vitae (CV) or Resume
- Diploma or Degree Certificate
- Additional education or training i.e.) AMPS certification, SIPT etc.
- Performance evaluations
- Certificates of courses, workshops, lectures or seminars attended or completed
- CAOT examination results
- University transcripts
- Reference letters
- Documentation of involvement in publications, workshops, conferences etc.
- List of in-services or courses taught
- Documentation of discussions had with peers, colleagues, or journal clubs as a method of learning
- Reviews of policies and procedures
- Involvement in development or revision of policies and procedures
- An audit of the member's skill or ability in a certain competency
- Survey results
- A grant or research proposal
- Documentation describing involvement program development
- Agendas and minutes of meetings attended
- Samples of documentation i.e.) reports, chart notes, practice guidelines or protocols developed
- Budgets or business plans
- Reference lists of relevant research articles along with summaries of insights gained from the materials
- A summary of the information and insights gained from in-services and rounds.
- Reflective Journal
- Feedback from clients, colleagues or supervisors
- Grants, scholarships or contracts awarded
- Awards or Certificates of Achievement
- Publications



3.2 Review of PDPOs

3.2.1 The Registrar will ensure that the PDPO is submitted annually with membership renewals.

3.2.2 The Registrar will ensure that the submitted PDPO state at least two goals and are complete.

3.3 The Registrar will adhere to the policy regarding late membership renewals for any late submission of a PDPO.

3.4 Requests for extension of submission dates or exemption of participation in the CCP can be submitted to SSOT Council. Outcomes of requests will be subject to the discretion of council.

3.5 Random Selection for Audit

3.5.1 The Registrar will ensure that a minimum of 5% of eligible members are randomly selected for audit and will notify the PPC chair of those members selected.

3.5.2 The random selection will be conducted by the Registrar using a method that has been approved by SSOT Council.

3.6 Audit Process

3.6.1 The Registrar will ensure that the names and addresses of the members who have been randomly selected to participate in the audit are forwarded to the PPC chair by August 15.

3.6.2 PPC chair will notify the selected members of their selection by September 1 by registered mail.

3.6.3 The selected member will be required to submit the relevant contents of his or her Professional Portfolio by October 1.

3.6.4 The selected member is responsible for any costs associated with sending the required documents to SSOT. SSOT is responsible for any costs associated with returning the documents to the selected member following the audit.

3.6.5 Upon receipt, the Administrative Assistant will forward the contents of the selected members Professional Portfolio to the PPC chair, and notify the selected member that their submission was received.

3.6.6. Selected members will be assigned an audit number and all



information submitted will be identified only using the number assigned to them.

3.6.7. Two auditors will be selected by the PPC to review each case.

Auditors must meet the following criteria:

- a) Be eligible to be an SSOT practicing member.
- b) Attend an orientation session on the CCP audit process including reviewing the Continuing Competency Foundational Document: Definitions, Purpose, Assumptions and Guiding Principle as well as current year's audit standards to ensure consistency.
- c) The SSOT Executive Director shall not be an auditor but may facilitate the audit process

3.6.8 The selected member will have the opportunity to declare any conflicts with the chosen auditors that may impede the fairness of the process. The selected member is to complete and send the conflict of interest form to the PPC chair by September 15.

3.6.9 The auditors chosen will also have the opportunity to declare any conflict of interest that may impede fairness. The auditor is to complete the conflict of interest form by September 15.

3.6.10 Each auditor will independently assess the documentation provided, using the established criteria to determine if there is adequate evidence of the selected member's effort of continued development, integration and application of knowledge and skills for his/her Occupational Therapy practice.

3.6.11 PDPOs must meet the following requirements:

- a) Must have at least two goals
- b) Goals must be related to Occupational Therapy Practice
- c) Goals must be based upon the Essential Competencies of Practice for Occupational Therapists in Canada 3rd Edition.
- d) Goals must be specific, measurable and have an anticipated completion date.

3.6.12 PDPOs must show reasonable progress towards completion of goals submitted the previous year. Goals do not necessarily need to be fully completed, but reasonable progress must be demonstrated.



3.6.13 If the auditor(s) find(s) that the provided documentation is incomplete, or so disorganized that it is difficult to assess, the portfolio will be returned to the selected member with instructions on what information or changes are required to allow the audit to continue.

3.6.14 The auditors' will aggregate their independent assessment results onto the CCP audit summary sheet.

3.6.15 If there are significant discrepancies or inconsistencies between the auditor assessments, and they are unable to arrive at an agreement regarding the audit results, then a third auditor will be appointed to independently audit the documents. The resulting majority opinion i.e.) meets audit standards or does not meet audit standards will be forwarded to the SSOT Council for decision.

3.6.16 The PPC Chair and Executive Director will review the CCP audit summary sheets submitted by the auditors, and the PPC Chair will make the following recommendations to SSOT Council for decision regarding the member's audit results:

- a) Take no further action i.e.) member has successfully met the audit requirements.
- b) Make recommendations to the selected member to improve their practice.
- c) Refer the selected member for mentoring to reach audit standards.
- d) Request the selected member be audited the following year.
- e) Other.

3.6.17 The PPC chair will provide the selected member with a report of SSOT Council's decisions regarding audit results, along with any actions deemed necessary. The report will be sent via registered mail.

3.6.18 The final audit report will be placed in the selected member's permanent SSOT file and will include:

- a) The independent assessments of each auditor
- b) The audit summary sheets
- c) Any additional comments from the auditors.

3.7 SSOT Mentoring Program

3.7.1 The process of Mentoring will include, but is not limited to:

- Helping to identify the selected member's strengths, performance, and challenges as they relate to the development



of their PDPO by using the Self-Assessment Tool.

- Assisting in planning strategies to bridge gaps in the learning process.
- Providing support, guidance and encouragement as the selected member develops their PDPO and compiles their evidence.
- Acting as a facilitator or mentor while the selected member takes the actions necessary to achieve his/her goals.
- Providing a written report to the PPC on the selected member's progress using the SSOT Restricted License Level II Process as a guide.

3.7.2 A list of mentors will be kept by SSOT who meet the following criteria:

- a) Be eligible to be an SSOT practicing member.
- b) Have attended or be available to attend an orientation session on the CCP.
- c) Signs the SSOT Mentoring Program Confidentiality document
- d) Be available to meet with the member being audited.
- e) Provide regular reports to PPC chair and a final report upon completion of involvement.
- f) Attend PPC meetings as required during the mentorship period.

3.7.3 The PPC will submit the names of individuals who do not meet audit standards to SSOT Council with a recommendation that these individuals participate in the SSOT Mentorship Program.

3.7.4 If SSOT Council approves that the member participate in the SSOT Mentorship Program the member will notified by registered mail from the PPC chair and will include the following information:

- Policy R#06
- A list of potential mentors for the individual to pick a first and second choice from
- Mentor report template
- SSOT Mentoring Program Confidentiality document
- Deadlines for selecting a mentor as well as the start and finish of the mentorship program

3.7.5 The PPC chair will contact the selected mentors to notify them that they were selected and who they will be mentoring as well as to set up an orientation session with them prior to the SSOT Mentorship Program starting.

3.7.6 An invitation by the PPC chair will be sent to the complete list of SSOT Mentors to attend the orientation session if they are



interested.

- 3.7.7 At the mentor orientation the following information will be reviewed:
- Policy R#06
 - Mentor report template
 - SSOT Mentoring Program Confidentiality document
 - How to write a SMART goal and what constitutes sufficient evidence for PDPOs
 - Deficiencies in their mentees PDPO goals and/or evidence submitted
 - Deadlines for the start and finish of the SSOT Mentorship program
 - Criteria for completion of the SSOT Mentorship Program
- 3.7.8 All relevant SSOT Mentorship Program letters, correspondence and reports will be kept on the individual's SSOT file.
- 3.7.9 Following submission of the rewritten PDPOs and/or submission of additional evidence the PPC chair or designate and another PPC member will review the materials submitted to determine if they meet audit standards.
- 3.7.10 If submitted material(s) do meet audit standards the PPC will make a recommendation to SSOT Council that SSOT Mentorship Program for the member is complete.
- 3.7.11 If the submitted material(s) do not meet audit standards the PPC will review the case and make a recommendation to SSOT Council on further action.
- 3.7.12 Following completion of the SSOT Mentorship Program mentees and mentors will be requested to send feedback on the program, process and communication with the PPC to the SSOT President.
- 3.7.13 Appeals will be dealt with according to SSOT Policy.