



Continuing Competence Guide 2014-2015

Competence - the combined knowledge, skills, attitudes and judgement required to provide professional services (Health Professions Act RSA 2000 cH-7 s1(1)(f)).

Annual participation in the Continuing Competence Program is mandatory for each occupational therapist practicing in Alberta as set out in the *Health Professions Act RSA 2000 cH-7 p.3* and the *Occupational Therapists Profession Regulation AR 217/2006 s13*.

The program is comprised of a practice challenge log, a self assessment questionnaire, an action plan, a log of activities, a reflection and a competence portfolio containing documentation to demonstrate the continuing competence activities undertaken.

The program is an ongoing annual cycle. Each year regulated members reflect on the previous year's practice challenges, complete the self assessment and set the upcoming year's learning goals as part of ensuring the maintenance or enhancement of their competence. Compliance is ensured by the submission and review of regulated member's plans.

Starting this year the continuing competence will all be done online and can be accessed by logging in to the ACOT members site (<https://acot.alinity.com/WebClient/>) .

Self Assessment



The self- assessment exercise provides the opportunity to measure your knowledge, skills, attitudes and judgements against the foundational elements of the profession's Standards of Practice. Self- assessment should be completed in March, at the beginning of the registration year. When new regulated members establish registration with the College they begin their continuing competence program with the self- assessment.

The self assessment can be found by signing into the members login page (<https://acot.alinity.com/WebClient/>). Once you have signed in, select the Self Assessment bar located at the top of the page.

The competency descriptors in the assessment are guided by the College's Standards of Practice (available at www.acot.ca under the resources tab). These standards have been identified, reviewed and validated by occupational therapists in Alberta as the standards required for the delivery of safe, ethical, effective and efficient occupational therapy services.

The competency descriptors should be interpreted within the context of your current and planned practice. Evaluate the descriptors as applicable to your practice setting. Ask yourself - do I or will I do this? What evidence do I have that I am doing this in practice?

The self-assessment has been modified for 2014-2015. For each descriptor, check the box if the statement is a practice challenge that you would like to improve on in the future. If the statement is not a practice challenge leave the box unchecked.

Competence Self-Assessment

Standard 1: Maintain Professional Accountability

The occupational therapist shall: Check any that are practice challenges:

1.1 Be registered with the Alberta College of Occupational Therapists in accordance with provincial regulatory legislation.	<input type="checkbox"/>
1.2 Be knowledgeable of and adhere to all relevant public protection legislation, regulatory and professional legislation, bylaws, standards of practice, and code of ethics applicable to his/her occupational therapy practice.	<input type="checkbox"/>
1.3 Demonstrate continued competence as required by the Alberta College of Occupational Therapists.	<input type="checkbox"/>
1.4 Be responsible for occupational therapy services provided by oneself and demonstrate accountability for service sprovided by other personnel who are under the therapists's supervision.	<input checked="" type="checkbox"/>

Personal Reflection of Standard 1: Maintain Professional Accountability

Look for evidence in your day to day practice to support your complies. Ask for feedback from colleagues and mentors. Think about someone who really exemplifies the standard and think about what they do - how do you compare? Return to the self - assessment and review your responses again. The process should be dynamic.

Every standard required in your practice environment, even if only occasionally, is considered part of your practice and should be included in your self- evaluation.

The self- assessment helps you reflect on our standards, evaluate strengths and identify practice challenges where increased skill or knowledge would assist you to ensure you maintain or enhance your competence. Record these reflections of your practice in the space provided after each section of the self - assessment:

Personal Reflection of Standard 1: **Maintain Professional Accountability**

Reflection should include, but is not limited to, the following:

- Evaluation of your strengths and actions you take to demonstrate your competence of the standard.
- Identification of practice challenges related to the standard and why/how you would like to improve your sills in that standard

Practice Challenge Log



At the end of the self- assessment process, all of the practice challenges arising from the self-assessment will be listed in the practice challenge log. Select whether the plan will be for this year or the future, You must have at least one practice challenge selected to work on for this year in order to create your action plan.

1 Welcome 2 S.A.T. 3 Challenge Log 4 Complete

Competence Self-Assessment

Practice Challenge log

Indicator: 1.4	Be responsible for occupational therapy services provided by oneself and demonstrate accountability for service sprovided by other personnel who are under the therapists's supervision.	Action Plan For: <input checked="" type="radio"/> This Year <input type="radio"/> Future
Indicator: 2.3	Recommend appropriate resources or other service providers when the service request cannot be met within the parameters of the individual's practice.	Action Plan For: <input type="radio"/> This Year <input checked="" type="radio"/> Future

Previous Next Save

Action Plan



Select your top practice challenges and translate them into learning goals. Develop an action plan using up to three different methods by which you intend to meet each practice challenge. Your action plan can be found at the bottom of your profile in the ACOT members site (<https://acot.alinity.com/WebClient/>).

Continuing Competence Program Action Plan(s)		+ Add	? Help
If you have not completed, or wish to make changes to, your SAT, click here to edit your self-assessment.			
2014			
Goal 1			Edit Remove Print
Practice Challenge	1.4: Be responsible for occupational therapy services provided by oneself and demonstrate accountability for service sprovided by other personnel who are under the therapists's supervision.		
Goal Statement	Acquire sufficient knowledge and skills to confidently assign tasks to therapist assistants.		
Progress Updates	10/30/2014 read the guidelines for the assignment/delegation of occupational therapy services to support personnel from ACOT -ensure that support personnel are qualified to perform the task delegated to them and that the needed amount of supervision is available 09/01/2014 discussed types of activities to delegate to therapist assistants with a colleague 09/11/2014 read the HPA act and college e-news about issues of supervision		
Learning Activity (1)	Attending conferences, workshops, lectures, in-services, etc.		
Learning Activity (2)	Review of materials (Reading articles, journals, texts, internet searches, guidelines, etc.)		
Learning Activity (3)	Other		
Learning Activity Description	other- Monitor delegation of activities to ensure they are both appropriate and successful		
Reflection Statement:	<i>Not Yet Reflected Upon</i>		

Focus on creating a plan of action based on well-targeted competence activities. The type of activities for the action plan can vary: attending educational events including conferences, congress, workshops, seminars, presentations, rounds; providing and preparing for training; taking courses leading to credits; self directed study; communication with peers; mentoring students or staff; or contributing to knowledge through research, peer review of articles, review of funding proposals, or participation in professional committees. As you complete the activities in your action plan, remember to change the completion status accordingly.

The plan can be either short or long term and should focus on the quality of activities not quantity. Before finalizing the action plan, ensure the challenges and activities you have identified are competency focuses, that is, focused on knowledge skills, attitudes and judgements.

Throughout the year, make note of specific activities you complete toward accomplishing your learning goal. This space can also be used to note any specific information you learn from these activities that would be useful to refer back to in the future or when writing your reflection. The comments section is for your personal use and benefit ; the space provided may be used in any way that best supports you in keeping track of the steps you have taken towards achieving your learning goals.

Reflection



Once you have successfully completed activities to address a practice challenge, make sure to complete the reflection in the space provided in your action plan. The reflection is a mandatory component of the continuing competence program, therefore your continuing competence will not be considered complete if the reflections have not been completed.

Reflection of completed activities:

This reflection should include, but is not limited to, the following:

- What you were hoping to learn from the activities
- What you learned from the activities
- Why completing these activities was important for your professional development
- How you are applying what you have learned from the activities into your practice
- how your competence has improved as a result of the activities

Competence Portfolio

The competence portfolio is a collection of the records gathered as evidence of competency activities related to your practice challenges.

Portfolio items demonstrate your progress through the steps of the continuing competency process and could include references, summaries of articles, written feedback on performance, self-reflective statements and other materials, in hard copy or electronic form, related to the activities undertaken. You are in the best position to determine what type of information would be most useful to demonstrate your activities.

Ensure that you keep information and records up to date. Completed annual competence portfolios must be retained for five years, however, they need not be submitted unless asked.

Compliance

In order to apply to the College to renew your practice permit, you are required to submit annually the following forms on line :

1. Complete a self-assessment
2. Implement a professional development plan
3. Complete continuing competence documents online 1-2 weeks before renewing your practice permit.

Practice permits cannot be processed until the documents cited above have been submitted and reviewed.

If the competence committee, registration committee or registrar is of the opinion that a regulated member has intentionally provided false or misleading information about their continuing competence program, they must refer that information to the College's complaints director (Health Professions Act RSA 2000 cH-7 s51.1(1)).