

Effective Date: March 2022

Policy: The Registrar or Competence Committee must periodically select regulated members in accordance with criteria established by the Council for a review and evaluation of all or part of a regulated member's continuing competence program submission.

Purpose: The purpose of this policy is to outline the processes for selecting, reviewing and evaluating individual registrants' Continuing Competence Program (CCP) submissions.

Applicable Regulation: *Occupational Therapists Profession Regulation* Section 14

Procedures: In order to review and evaluate registrants' CCP submissions, the following procedures will be implemented:

1. Sampling – a semi-randomized sample of 10% of registrants' prior year CCP submissions will be pulled from the registrant database for review and evaluation each year. The sample will have registrants removed if they have successfully completed an **Acceptable** submission in the past 5 years. The sample will have registrants added to it who completed a **Conditional** or **Not Acceptable** submission in the prior year.¹ To support those who are new to ACOT in learning the CCP requirements, a representative portion of the 10% sample will be comprised of newer registrants each year.
2. CCP Submission Reviewers – For the 2022 year, members of ACOT's Competence Committee will act as Reviewers.² Each Reviewer is required to sign an *Oath of Confidentiality*, be familiar with the ACOT CCP, and participate in Reviewer Training. Reviewers will be provided with training on how to complete the Review Form in the online platform. Reviewers are provided an opportunity to recuse themselves from reviewing submissions of registrants who are close friends or colleagues whom they supervise or report to. Reviewers will be paid an honorarium for each file reviewed, at a rate of a mid- range OTII at step 4 of the current HSAA contract, with 30 minutes provided for each review. Reviewers will remain anonymous, and the files they review will be anonymized as much as is practical. After the 2022 year, all OTs on the General Register, including Competence Committee members, are eligible to apply to be Reviewers. Reviewers with a minimum of 5 years of practice experience will be invited to apply from across the province and across practice areas; successful applicants will serve 2- and 3-year staggered terms. At least one member of the Competence Committee and one ACOT staff member will be designated as Reviewer Consultants who can be consulted by any of the other Reviewers for a second opinion on a CCP submission and assign a second Reviewer as necessary.

¹ Refer to the [Continuing Competence Program Review & Evaluation Rubric](#) for the criteria used to determine whether a submission is **Acceptable**, **Conditional** or **Not Acceptable**.

² The individual-level policies and procedures will be further refined with feedback from the Competence Committee Reviewers after pilot testing.

3. Results of review and evaluation – Registrants with CCP submissions rated as Acceptable will be removed from the sampling pool for the following 5 years. Registrants with Conditional submissions will be notified via the online platform that they will be flagged for review and evaluation again the next year to ensure recommendations have been incorporated. For a Not Acceptable submission, the registrant will receive feedback from the online platform. The registrant will meet with ACOT’s Director of Policy and Practice for a Coaching Conversation for feedback on how to bring their CCP submission to an acceptable standard. If the registrant refuses to complete their submission, the Registrar will advise them that this is cause for a complaint to be submitted for misconduct.
4. Timing – Reviewers will have four weeks to complete up to 30 assigned reviews. ACOT staff will approve the submission Review Forms in the online platform and registrants will be notified to login to view their results. After being notified of a Not Acceptable submission, registrants will have 30 days to submit their revised CCP content.³ If the registrant requires more than 30 days to submit their revised CCP content, they must contact the ACOT office to discuss alternatives.

Outcomes:

1. Registrants will receive periodic feedback about their CCP submissions.
2. Support will be provided to registrants who require guidance to complete their CCP submissions.
3. ACOT will meet the requirements set out in the *Occupational Therapists Profession Regulation* Section 14.

Appeal Process:

Registrants can appeal the results of their review and evaluations to a panel of two new Reviewers who must come to a consensus on their review and evaluation decision. The two new Reviewers can either:

1. Uphold the decision of the original Reviewer or
2. Update the decision of the original Reviewer, at which point regular follow up would be implemented as described in section 4.

Decisions of the two new Reviewers are final.

An appeal request must be received by the ACOT office within 30 days of the notification to the registrant of CCP review and evaluation results. Appeals will be completed within 4 weeks of receipt of the appeal request.



Oath of Confidentiality – Competence Committee Reviewers

I, _____, swear that I will keep in confidence and will not divulge any private information that is revealed to me by the Alberta College of Occupational Therapists through my involvement on Council, committees or as a staff member. I further swear that I will not divulge at any time and under any circumstance information regarding continuing competence program submissions that has been revealed to me in confidence via my participation in ACOT business. I also promise not to discuss in public any activities that I undertake on behalf of the ACOT related to the review and evaluation of occupational therapists' continuing competence program submissions.

Signed this _____ day of _____, 2022

Signature

Witness Signature