ACOT
ALBERTA COLLEGE *of* OCCUPATIONAL THERAPISTS

CCP Review and Evaluation

Guide to Interpreting Your CCP Review

Self Assessment

Initial Reflection

Goal Statement

Learning Activities

Learning Activity Records Reflection

Goal Status Reflection

Completed CCP

Revised July 2023

If any questions remain after reviewing this Guide or if you have questions regarding your CCP Review, please email your query to info@acot.ca.

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INTRODUCTION

This Guide has been developed to support ACOT registrants in interpreting the feedback provided by Continuing Competence Program (CCP) submission Reviewers. For more information on the background and purpose of ACOT's CCP refer to the **Practice FAQs: The CCP** accessed from the CCP Resources page of the ACOT website. For more information on the CCP Review and Evaluation process and the criteria Reviewers use to rate submissions, check out the **Review and Evaluation Policies and Procedures** (individual and program-level), the **CCP Review and Evaluation Rubric** and the **Review and Evaluation FAQs** – all are accessible from the CCP Review and Evaluation page of the ACOT website.

1. CCP Review & Evaluation Processes

a. Reviewer Training

CCP Submission Reviewers are either members of ACOT's Competence Committee or registered members in good standing who have been recruited and vetted for the purpose of conducting reviews and evaluations of registrants' CCP submissions. All Reviewers receive training prior to the initiation of the review and evaluation process each year to ensure consistency in feedback and ratings provided.
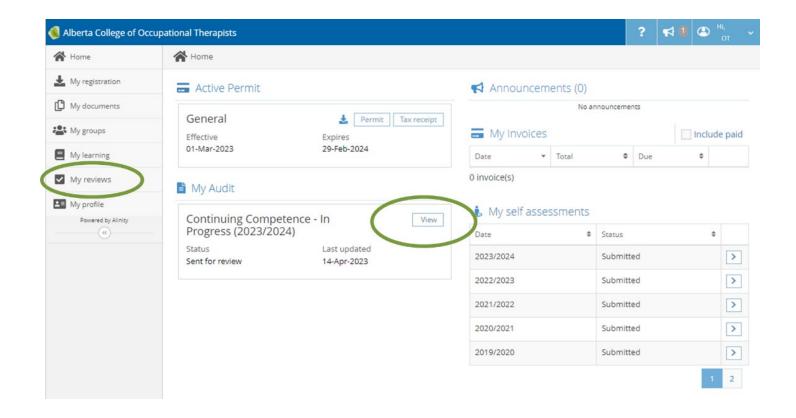
b. Randomization and Assignment of CCP Submissions for Review

Each year, at least ten percent of registrants active on the General or Provisional Register will be identified via random selection for review and evaluation of their CCP submission from the previous registration year. Registrants whose CCP submissions are rated as *Conditional* or *Not Acceptable* in one year will have their CCP submissions reviewed again the following year to ensure the feedback from the previous year has been incorporated. Registrants whose CCP submissions are deemed *Acceptable* will not be included in the pool for randomization for the following five years unless requested or required.
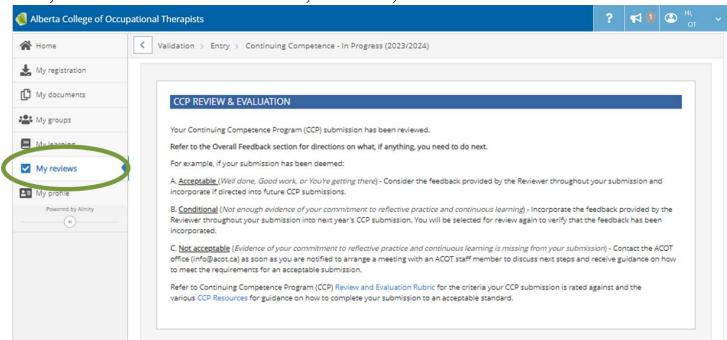
2. What Registrants See

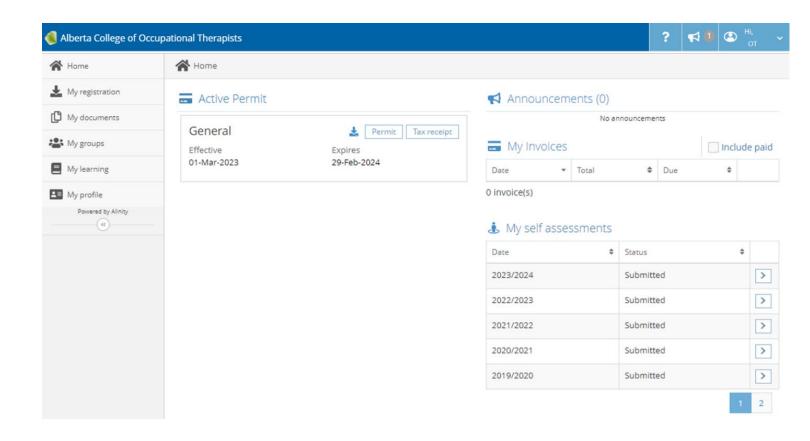### a. Accessing and Viewing Your CCP Submission Feedback

If you login <u>before</u> your CCP Submission review is finalized, you will see the My Audit section on the home page.
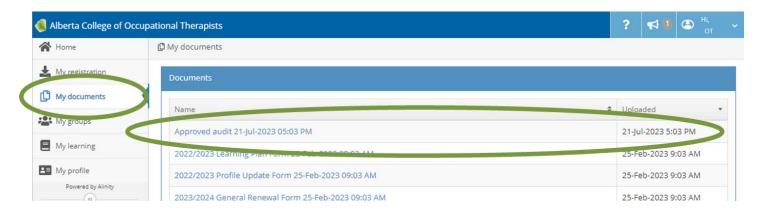
If you click on either the View button or My reviews tab you will see this:

Once the Review of your CCP submission has been finalized by ACOT staff, you will no longer see the My reviews section or tab (as per the screenshot).

Instead, you will access your reviewed CCP submission from the My documents tab.

b. Introduction to the Review Form Layout

You will notice that the Reviewer feedback and comments are superimposed on your finalized (PDF) version of your CCP. You can view the *original version of your Learning Plan* from just below the reviewed version (you can also access and view your historical CCPs from the My learning tab).

The Review Form follows this order:
» Initial Reflection,
» Goal Statement,
» Goal Status Reflection,
» Learning Activity Record,

» Supporting Document (only rated if one has been uploaded to a learning activity record).

NOTE: *The Goal Status Reflection section comes before the Learning Activity Records/Supporting Documents for each Indicator/Goal identified*

Reviewers are required to offer feedback on every component– and more than once depending on how many Indicators were selected to set goals for (max. 3) and how many Learning Activity Records were added (max. 12).
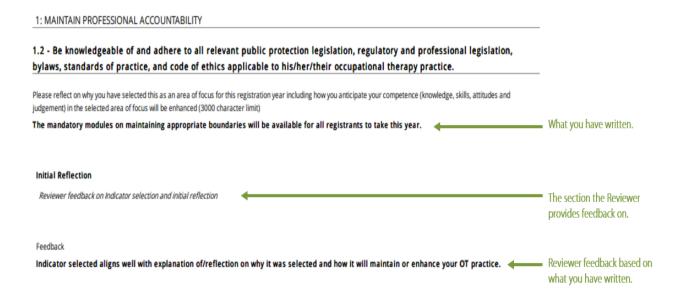
For rating consistency, a picklist of standard feedback has been created for Reviewers to select from for each component of the CCP. See Appendix A for the standardized feedback options Reviewers select from for each section.

NOTE: *For efficiency and inter-Reviewer consistency, Reviewers are directed to use the feedback options from the list of standard feedback options whenever possible. They are to use the custom comment option only when the feedback options do not capture the feedback they wish to provide.*

c. Where to find Reviewer Feedback

For each of the CCP components you will see what you have written along with Reviewer Feedback.

In this example, the Reviewer selected from the list of standard responses for the Initial Reflection section.

At the very end of the Review Form, Reviewers are directed to provide their **Overall Feedback** on all the content you have included in your CCP submission.

OVERALL FEEDBACK

Overall Feedback

Reviewer's overall feedback on your Continuing Competence Submission

Reviewers will rate your submission using one of the five standardized options listed below:

Overall Feedback Picklist Options	Tooltip
Exceeds Expectations	Well done! Your CCP submission exceeds ACOT's expectations and fulsomely captures your commitment to reflective practice and continuous learning. Keep up the good work and consider offering yourself as a mentor to your colleagues (if applicable/appropriate). Your name will not be put back into the pool for randomization for five years unless requested or required.
Meets Expectations	Good work. Your CCP submission meets ACOT's expectations and adequately captures your commitment to reflective practice and continuous learning. Your name will not be put back into the pool for randomization for five years unless requested or required.
Almost There	You're getting there. Incorporate the feedback offered into future CCP submissions so that they adequately capture your commitment to reflective practice and continuous learning. Your name will not be put back into the pool for randomization for five years unless requested or required.
Minor Content Missing	Your CCP does not include enough evidence of your commitment to reflective practice and continuous learning. Incorporate the feedback offered into next year's CCP submission. Your CCP Submission will be reviewed again next year to verify that feedback has been incorporated. Refer to the various CCP Resources for guidance on how to complete your submission to an acceptable standard.
Major Content Missing	Your CCP does not include evidence of your commitment to reflective practice and continuous learning. This must be remedied within 30 calendar days of notification from ACOT. Please contact the ACOT office (info@acot.ca) as soon as possible to discuss next steps and receive guidance on how to meet the requirements for an acceptable submission.

NOTE: *The Overall Feedback options align with the Overall Ratings of:* Acceptable, Conditional *and* Not Acceptable. *These are described on page 4 of the* [CCP Review & Evaluation Rubric](#).

The Reviewer feedback for the Overall Rating will show up on your reviewed CCP submission like this.

Acceptable – Well Done, Good Work or You're Getting There

OVERALL FEEDBACK

Overall Feedback

Reviewer's overall feedback on your Continuing Competence Submission

Feedback

You're getting there. Incorporate the feedback offered into future CCP submissions so that they adequately capture your commitment to reflective practice and continuous learning. Your name will not be put back into the pool for randomization for five years unless requested or required.

Conditional

OVERALL FEEDBACK
_____

Overall Feedback

Reviewer's overall feedback on your Continuing Competence Submission

Feedback

Your CCP does not include enough evidence of your commitment to reflective practice and continuous learning. Incorporate the feedback offered into next year's CCP submission. Your CCP Submission will be reviewed again next year to verify that feedback has been incorporated. Refer to the various CCP Resources for guidance on how to complete your submission to an acceptable standard.

Not Acceptable

OVERALL FEEDBACK
_____

Overall Feedback

Reviewer's overall feedback on your Continuing Competence Submission

Feedback

Your CCP does not include evidence of your commitment to reflective practice and continuous learning. This must be remedied within 30 calendar days of notification from ACOT. Please contact the ACOT office (info@acot.ca) as soon as possible to discuss next steps and receive guidance on how to meet the requirements for an acceptable submission.

Provision of additional Reviewer comments in the CCP components and/or Overall Feedback section are not required. Reviewers may choose to offer pointers on additional content to include in future submissions so that your CCP more fully captures the activities you are undertaking to maintain competence and enhance the provision of your OT practice.

NOTE: _Registrants with CCP submissions rated as Not Acceptable are expected to contact the ACOT office immediately to arrange for a coaching conversation with an ACOT staff member._

If any questions remain after reviewing this Guide or if you have questions regarding your CCP Review, please email your query to info@acot.ca.

Appendix A: Reviewer Feedback Options by CCP Component/Section

1. Initial Reflection

Initial Reflection Picklist Options	Tooltip
Acceptable: indicator/reflection	Indicator selected aligns well with explanation of/reflection on why it was selected and how it will maintain or enhance your OT practice.
Minor content missing	In future submissions, aim to make your Initial Reflection more specific by stating why Indicator was chosen and how your area of focus will maintain or enhance your OT practice.
Inadequate initial reflection	Reflection on why Indicator was selected and how your OT practice will be maintained or enhanced is vague or unclear or missing completely.
Indicator/reflection unrelated	Indicator selected/reflection provided does not relate to continuing competence. A different indicator would align better with your reflection/learning goal.
Generic Indicator selected	Being registered with ACOT is a requirement to practice and is not an acceptable Indicator to select for continuing competence. In future, review all 64 Indicators thoroughly to find which ones align best with the learning outcomes you are wanting to achieve each year.
Deferred	Information on why the Indicator/ initial reflection is no longer applicable is provided.
Other	See Reviewer comment below.

2. Goal Statement

Goal Statement Picklist Options	Tooltip
Acceptable goal/outcome	It is clear what goal/outcome you are aiming to achieve.
Minor content missing	In future submissions, aim to make your goal more specific OR achievable, OR measurable.
Inadequate goal statement	What you are working towards or aiming to learn (maintain or enhance in your practice) is vague or unclear or missing completely.
Goal misalignment	There is a disconnect between the goal written here and the Indicator selected OR the activities documented in in the learning activity record(s) you have added.
Deferred	Information on why the goal statement is no longer applicable is provided.
Other	See Reviewer comment below

3. **Learning Activity Records**

Learning Activity Record Picklist Options	Tooltip
Acceptable written reflection	Adequate reflection on the learning and how the activity(ies) has impacted your OT practice.
Minor content missing	In future submissions, aim to make your reflection more specific by reflecting on both the key learnings and how the activity has impacted your OT practice.
Inadequate reflection of learnings	Learnings/key takeaways from activity(ies) and how it impacted your OT practice are vague or unclear or missing completely.
Learning activity record unrelated	Learning activity record unrelated to indicator selected and/or goal statement.
Supporting document suffices	Supporting document provides adequate detail of activity(ies) and key learnings in lieu of written content in learning activity record.
Supporting document would add value	It would be helpful for Reviewers to see evidence of what you describe in this learning activity record (e.g., copy of the resource/presentation referenced).
Deferred	Information on why the learning activity record is no longer applicable is provided.
Other	See Reviewer comment below

4. **Supporting Document**

Supporting Documents Picklist	Tooltip
Appropriate supporting document	Document included offers information/evidence which expands upon/adds to content in the learning activity record.
Supporting document not required	You don't have to include proof of course/workshop attendance (e.g., certificates) or slide decks from presentations attended. Reflecting on your key learnings from participation in activity(ies) and how it impacted your OT practice is the most important evidence for Reviewers.
Supporting document unrelated	Supporting document is not related to the activity(ies) noted in the learning activity record.
Duplicate supporting document	Supporting document was uploaded in another Learning Activity Record.
Use URL of reviewed materials	Please refrain from uploading copies of articles/manuals/books or other resources reviewed. Instead, list the title and URL of the article/manual/book in the text box of the learning activity record.
Other	See Reviewer comment below

5. **Goal Status Reflection**
   i. Completed goal

Completed Goal Picklist Options	Tooltip
Acceptable reflection (Com)	Reflection is related to the goal statement and illustrates how all the learning activities contributed to achieving the goal. Content indicates how learnings have been applied and how OT practice has been maintained or enhanced.
Minor content missing (Com)	In future submissions, aim to consolidate how all the learnings contributed to goal achievement and how OT practice has been maintained or enhanced.
Inadequate reflection (Com)	Reflection on how learnings have contributed to achieving the goal and how OT practice has been maintained or enhanced is vague or unclear or missing completely.
Goal status reflection unrelated (Com)	Goal status reflection is not related to the goal statement and/or the learning activity(ies).
Duplicate reflection (Com)	Reflection should expand upon, not duplicate, content in learning activity record(s).
Other	See Reviewer comment below

ii.   Discontinued goal

Discontinued Goal Picklist Options	Tooltip
Acceptable reflection (Dis)	Reflection on learnings from activities completed is included And/or information regarding why the goal is no longer applicable is provided.
Inadequate reflection (Dis)	Explanation of why the goal is no longer applicable is vague or unclear or missing completely.
Improper use of status option (Dis)	Select this option only when a learning goal is no longer applicable; do not use this option as a way of avoiding adding a learning activity record.
Deferred	Information on why the goal status reflection is no longer applicable is provided. Thank you for sharing why achieving your goals has been interrupted this registration year.
Other	See Reviewer comment below

iii.   Ongoing/In Progress goal

Ongoing Goal Picklist Options	Tooltip
Acceptable reflection (Ong)	Reflection is related to the goal statement and illustrates how all the learning activities contributed to achieving the goal. Content indicates how learnings have been applied and how OT practice has been maintained or enhanced; if no activities were undertaken for this goal this year, an explanation is provided why; activities planned for the next registration year to achieve the goal are also described.
Minor content missing (Ong)	In future submissions, aim to consolidate how all the learnings contributed to goal achievement and how OT practice has been maintained or enhanced, AND indicate the activity(ies) to be undertaken in the next registration year.
Inadequate reflection (Ong)	Required reflection is vague or unclear or missing completely.
Goal status reflection unrelated (Ong)	Goal status reflection is not related to the goal statement and/or the learning activity(ies).
Duplicate reflection (Ong)	Reflection should expand upon, not duplicate content from learning activity records.
Improper use of status option (Ong)	You have indicated this is an Ongoing Goal. Based on the learning activity record(s) and the Goal Status Reflection, "Ongoing" is not an accurate goal status. Completed Goal Status would be more applicable.
Deferred (Ong)	Information on why the goal status reflection is no longer applicable is provided. Thank you for sharing why achieving your goals has been interrupted this registration year.
Other	See Reviewer comment below