

COMPETENCE

*A Glossary of Terms can be found at the end of this document. Glossary terms are indicated in **bold** with a “G” throughout this document.*

Standard

A **registrant^G** practices within their level of **competence^G** and actively pursues continuous learning to maintain and enhance competence in existing and emerging areas of their practice. A Registrant on the general or provisional register is also expected to meet the requirements of ACOT’s annual **Continuing Competence Program^G** and participate in competence assessments as directed.

Expected Outcome

A **client^G** can expect the services they receive are provided by an occupational therapist who has the required knowledge, skills attitudes and professional judgment. A client can also expect that their occupational therapist actively maintains and enhances competence in practice through participation in and reflection on continuous learning activities.

Performance Expectations

Competence to Practice

A registrant:

1. Remains knowledgeable of the **Competencies for Occupational Therapists in Canada^G** to inform practice and professional development.
2. Practices within their level of competence incorporating the required knowledge, skills, attitudes and professional judgment in the delivery of occupational therapy services.
3. Takes appropriate actions in situations where they do not have the required competence to deliver a particular service or are new to a practice area. Appropriate actions can include but are not limited to:
 - (a) Seeking out and participating in appropriate education, training, mentorship or supervision to acquire competence; or
 - (b) Consulting with, or referring the client to, another occupational therapist or health care provider.
4. Takes appropriate actions, including refraining from providing occupational therapy services and referring the client to another provider, when circumstances exist that impair the occupational therapist’s professional judgment or competence.

Continuing Competence

As a means of demonstrating continuing competence and enhancement of a registrant's practice, a registrant on the general or provisional register:

5. Submits each year during registration renewal the Continuing Competence Program (CCP) requirements established by Council and published in the **Continuing Competence Program Manual**⁶ including:
 - (a) a self-assessment of the registrant's practice,
 - (b) a self-directed learning plan, and
 - (c) any additional requirements described in the Continuing Competence Program Manual.
6. Submits as requested, evidence of completion of College-directed training requirements in a form approved by the Council.

NOTE: CCP submission content and records provided by registrants will be housed in ACOT's online platform for a period of not less than ten (10) years.

Competence Assessments

A registrant may be requested to participate in further assessment of the registrant's competence as directed by the **Competence Committee**⁶ (or delegate) including:

7. Periodic review and evaluation of all or part of their CCP submission in accordance with criteria, policies and procedures developed by the Competence Committee and approved by Council.
8. Provision of additional evidence of having met the CCP requirements if the details provided in the registrant's CCP submission do not satisfy the criteria approved by Council.
9. Practice visits in accordance with the s51(3) of the *Health Professions Act* (HPA) and the criteria, policies and procedures developed by the Competence Committee and approved by Council.

Actions to be taken

10. If the result of an assessment of a registrant's competence is not satisfactory, the Competence Committee or Registrar may direct a registrant or a group of registrants to undertake any one or more of the following within a specified period of time:
 - (a) to complete specific CCP requirements;
 - (b) to correct any problem identified in a CCP review and evaluation or practice visit;
 - (c) to submit to periodic review and evaluation;
 - (d) to report to the Competence Committee (or delegate) on specified matters;

11. If a registrant fails to comply with the requirements set out in this Standard of Practice, or as required under s51.1 of the HPA, the matter may be referred to the Complaints Director.

Glossary of Terms

Client (or Patient) is the individual, family, group, organization, community, population, system or combination of these who takes part in occupational therapy services. In some circumstances, a client/patient may be represented by a substitute decision-maker.

Competence (or Competent) refers to having the combined knowledge, skills, attitudes and judgment required to provide professional services - HPA s1(1)(f).

Competence Committee is the committee established by Council in accordance with the HPA which has the authority to establish the policies and procedures for ACOT's Continuing Competence Program (CCP) and Competence Assessments (i.e., review and evaluation of CCP submissions and practice visits). An ACOT staff member(s) may act as a delegate of the Competence Committee.

Competencies for Occupational Therapists in Canada refers to the nationally adopted document that describes the broad range of skills and abilities required of all occupational therapists at every stage of their career. OTs are expected to use the Competencies for Occupational Therapists in Canada to inform their practice and professional development/competence needs.

Continuing Competence Program (CCP) is the program established by Council whereby registrants report and reflect on their participation in the continuous learning activities undertaken to maintain and enhance their competence and practice. Details of ACOT's CCP are included in the Continuing Competence Program Manual.

Continuing Competence Program Manual refers to the supplemental policy document that consolidates the details of ACOT's CCP including what registrants must include in their CCP submission for it to be deemed satisfactory.

Registrant refers to an individual who is registered with ACOT on the general, provisional or courtesy register.

Related Standards

Assessment and Intervention (to be developed)
Professional Accountability/Responsibility (to be developed)
Restricted Activities (Draft SoP ready)

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Supplemental Resources

[Competencies for Occupational Therapists in Canada](#) (ACOTRO, ACOTUP, CAOT 2021)
[Continuing Competence Program Manual](#) (to be developed)
[Continuing Competence Program Individual-Level Review and Evaluation Policy and Procedures](#) (2022)
[Continuing Competence Practice Visits Policy and Procedures](#) (2022)
[Health Professions Act](#)