
Effective Date:	March 2022
Date Last Updated:	February 18, 2025
Next Review Date:	February 2028
Policy:	Continuing Competence Program (CCP) Review and Evaluation – Individual Submissions Policy & Procedure
Applicable Legislation:	<i>Health Professions Act (HPA)</i> , Sections 11 and 50
Applicable Bylaws:	Section 2 (1) & (2)
Persons Affected:	Registrants, CEO & Registrar, Continuing Competence Committee, Director of Competence and Practice, Complaints Director, Council and the Public

1.0 Purpose

The *CCP Review and Evaluation - Individual Submissions Policy and Procedure* is guided by the principles of accountability, transparency, fairness and education. ACOT's objective in reviewing and evaluating registrants' CCP submissions, is to maintain registrant competence and enhance the provision of professional occupational therapy services. This policy outlines the requirements and processes with respect to selecting, reviewing and evaluating individual registrant's Continuing Competence Program (CCP) submissions.

The intended outcomes of this policy are:

- Continuing Competence Program requirements of the *Health Professions Act* are met by ACOT and registrants.
- Registrants receive periodic feedback so that they know if they are meeting the CCP requirements.
- Registrants who require guidance to achieve an Acceptable CCP submission are identified and given support.

2.0 Policy Statement:

In accordance with section 50(2)(b) of the HPA, ACOT's Continuing Competence Program (CCP), as established and approved by ACOT Council, and outlined in ACOT's Standards of Practice and the Continuing Competence Program Manual (CCPM),

includes an annual review and evaluation of a sample of ACOT registrants' CCP submissions. At the direction of the CEO & Registrar and the Continuing Competence Committee, the review and evaluations are conducted each year by trained registrant Reviewers. Results are reported to registrants and guidance is provided by the Director of Competence and Practice to support registrants who do not achieve an Acceptable rating. Resubmission of CCP submission requirements by registrants who received a Not Acceptable rating is required. Registrant non-compliance with the CCP review and evaluation process may result in a complaint of professional misconduct against the registrant. The process for the review and evaluation, including timeline requirements and an appeal process, are established within this policy document.

3.0 Scope

This policy applies to all ACOT employees, registrants, Council and any other person acting on behalf of ACOT including contracted staff.

4.0 Procedures

4.1 Sampling

- a. The CEO & Registrar or Director of Competence and Practice is responsible for initiating and obtaining a sample of registrants' prior year CCP submissions.
- b. A semi-randomized sample of ten percent (10%) of registrants' prior year CCP submissions will be obtained from the registrant database for review and evaluation each year.
- c. Registrants who have successfully completed an Acceptable submission in the past five (5) years will be removed from the sample.
- d. Registrants who completed a Conditional or Not Acceptable CCP submission during the prior year review and evaluation period, will be added to the current year sample.
- e. To support those who are new to ACOT in learning the CCP requirements, a representative portion of the ten percent (10%) sample will be comprised of newer registrants each year.

4.2 CCP Submission Reviewers

- a. The Director of Competence and Practice, as part of the Competence Committee, will oversee recruitment and training of Reviewers.
- b. Reviewers are selected first from the Competence Committee membership. However, all registrants on the General Register, including Competence Committee members, are eligible to apply to be Reviewers.
- c. Registrants with a minimum of five (5) years of practice experience may be invited to apply from across the province and across practice areas. Successful applicants will serve 3-year terms, renewable up to two times.
- d. 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. Reviewer Consultants should have more years of experience reviewing submissions or more in-depth knowledge of the CCP requirements, relative to Submission Reviewers.
- e. 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 on the online CCP platform.
- f. 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.
- g. Reviewers will be paid an honorarium for each file reviewed, at a rate of a mid-range OTII at Step 5 of the current HSAA contract, with thirty (30) minutes provided for each review.
- h. Reviewers will remain anonymous, and the files they review will be anonymized as much as is practical.

4.3 Results of Review and Evaluation

- a. ACOT will maintain a rubric outlining criterion for Acceptable, Conditional and Not Acceptable CCP submissions. The rubric will be used to rate submissions and identify actions required by registrants.
- b. Reviewers will have four (4) weeks to complete up to thirty (30) assigned reviews.
- c. The Director of Competence and Practice or assigned ACOT staff reviews all ratings given by Reviewers to determine agreement with the rating. If they disagree, an alternate rating is offered by the Director or ACOT Staff, which along with the original rating is reviewed by the CEO & Registrar who provides a final rating decision.
- d. ACOT staff will approve the submission Review Forms in the online CCP platform and registrants will be notified to login to view their results.
- e. Registrants with CCP submissions rated as Acceptable will be removed from the sampling pool for the following five (5) years.
- f. Registrants with CCP submissions rated as Conditional 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.
- g. Registrants with CCP submissions rated as Not Acceptable, will be notified and provided feedback via the online platform and they will be required to complete the following:
 - i. Within 2 weeks of being notified of the Not Acceptable rating, the registrant must schedule a Coaching Conversation meeting with ACOT's Director of Competence and Practice to receive feedback on how to bring their CCP submission to an acceptable standard. Coaching Conversations will follow a standard, templated process that is aimed at being supportive, strength-based and non-punitive. The conversation will promote the registrant's understanding of applicable legislation and regulation, and ACOT's Standards of Practice and Code of Ethics, as well as foster reflective practice.

- ii. Upon completion of the Coaching Conversation, the registrant will have thirty (30) days to submit their revised CCP content. If the registrant requires more than 30 days to submit their revised CCP content, they must contact the ACOT office to discuss alternatives.

- h. If a registrant refuses to participate in the review and evaluation process as outlined in this policy and procedure, including Coaching Conversations and CCP re-submission, the CEO & Registrar will advise them that this is cause for a complaint to be submitted for misconduct. Subsequently, the CEO & Registrar will act accordingly should the registrant refuse to participate or complete the CCP submission.

4.5 Appeal Process

- a. Registrants can appeal the results of their review and evaluation by submitting an appeal to the ACOT office.

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

- c. Results submitted for appeal are reviewed by a panel of two (2) new Reviewers who must come to a consensus on their review and evaluation decision. The two new Reviewers can either:
 - i. Uphold the decision of the original Reviewer or
 - ii. Update the decision of the original Reviewer, at which point follow-up would be implemented as described in section 4.3.

- d. The decisions of the two new Reviewers are final.

5.0 Approval

This policy requires approval by the Competence Committee and ACOT Council.



POLICY & PROCEDURE

Continuing Competence Program (CCP) Review and Evaluation – Individual Submissions

6.0 Related Resources

- *Health Professions Act, RSA 2000, Chapter H-7*
- *ACOT Bylaws*
- *ACOT Continuing Competence Program Manual*
- *ACOT Standards of Practice*
- *ACOT Code of Ethics*
- *CCP Review and Evaluation Rubric*
- *Oath of Confidentiality – Competence Committee Reviewers*
- *Continuing Competence Program (CCP) Review and Evaluation – Aggregate Submissions Policy and Procedure*
- *Continuing Competence Program (CCP) Practice Visits Policy and Procedure*