
Effective Date:	April 2021
Date Last Updated:	February 18, 2025
Next Review Date:	February 2028
Policy:	Continuing Competence Program (CCP) Review and Evaluation – Aggregate 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 – Aggregate Submissions Policy and Procedure* is guided by the principles of accountability, transparency and improvement. ACOT's objective 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 aggregate registrants' CCP submissions, identifying trends for program improvement, and validating the CCP as an accurate indicator of registrant competence.

The intended outcomes of this policy are:

- Continuing Competence Program requirements of the *Health Professions Act* are met by ACOT and registrants.
- Trends in CCP submissions, including but not limited to understanding and ease of completion (including satisfaction of navigation of the online platform), are identified.
- Actions are taken, based on the trends identified, to improve the program (e.g., development of additional support resources, updates to the CCP or review and evaluation practices, etc.).
- The CCP is validated as an effective proxy for directly evaluating a registrant's competence.

2.0 Policy Statement:

In accordance with section 50 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 Director of Competence and Practice conducts a descriptive analysis of the most recent aggregate review and evaluation data, including identification of trends and recommendations. At the Council's direction, recommendations are confirmed for action, and the results of the aggregate review and evaluation are provided to registrants. The process for the aggregate 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) Annually, the semi-randomized sample of ten percent (10%) of registrants' prior year CCP submissions used for individual submission review and evaluations will be combined for a second phase of review and evaluation in an aggregated and anonymized sample.

4.2 Aggregate Review and Evaluation

- a) The Director of Competence and Practice will perform an initial review of the aggregate data and provide a draft report including the following elements for the Competence Committee's review and evaluation:
 - i. Sample demographics (e.g., age, gender, years of practice)
 - ii. Percentage (%) of the sample who scored at levels A, B or C for the submission.

- iii. Relationship between sample demographics and percentage of sample who scored at levels A, B or C for the submissions, if applicable.
 - iv. Any other aggregate or anonymized data obtained from CCP submissions that may be deemed relevant to include by the Director of Competence and Practice or the Competence Committee.
- b) The Director of Competence and Practice may choose to survey registrants regarding CCP submissions and include the aggregate and anonymous data and findings in the draft report.

4.3 Recommendations

- a) The Director of Competence and Practice will develop recommendations for Council's consideration and approval, based on the findings from the aggregate submission program level review and evaluation described in section 4.2 and the findings from the Competence Committee's review of the draft report.

4.4 Publication of Recommendations

- a) The final aggregate anonymized review and evaluation report and recommendations will be provided to all registrants every one to five years, as approved by Council.

5.0 Approval

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

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*



POLICY & PROCEDURE

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

- *Continuing Competence Program (CCP) Review and Evaluation – Individual Submissions Policy and Procedure*
- *Continuing Competence Program (CCP) Practice Visits Policy and Procedure*