
Effective Date:	April 2021
Date Last Updated:	February 18, 2025; July 23, 2025
Next Review Date:	July 2028
Policy:	Continuing Competence Program (CCP) Review and Evaluation Competence Assessment – Aggregate Submissions Policy & Procedure
Applicable Legislation:	<i>Health Professions Act</i> (HPA), Sections 11, 50 & 52
Applicable Bylaws:	Section 2 (1) & (2) and Section 16
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 Competence Assessments – 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 registrant 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.
- Possible risk factors to registrant competence and provision of occupational therapy services are identified.
- Recommendations for ongoing continuing competence program improvement and assurance of registrant competence based on the trends and risks identified are communicated to Council.

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 ("the Director") 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 is 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) An anonymized sample for the annual aggregate review and evaluation will be obtained by the Director directly from the sample acquired for the same registration year per the process outlined in the *CCP Review and Evaluation Individual Submission Policy and Procedure*.

4.2 Aggregate Review and Evaluation

- a) The Director 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 prior to submission to Council:

- i. Sample demographics (e.g., age, gender, years of practice)
 - ii. Percentage (%) of the sample that received CCP submission individual review and evaluation ratings of Acceptable, Conditional and Not Acceptable.
 - iii. Relationship between sample demographics and percentage of sample who scored at Acceptable, Conditional and Not Acceptable 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 or the Competence Committee.
- b) The Director may choose to survey registrants regarding CCP submissions and include the aggregate and anonymous data and findings in the report.
 - c) As part of the Competence Committee, the Director may appoint one or more people who have technical expertise or other relevant knowledge to contribute to the aggregate review and evaluation in accordance with sections 11, 20 and 51 (2-5) of the HPA.

4.3 Recommendations

- a) The Director will develop recommendations for Council's consideration and approval, based on the findings from the aggregate submission review and evaluation described in section 4.2 and the findings from the Competence Committee's review.
- b) A summary of the findings and recommendations will be submitted by the Director, via the CEO & Registrar, to Council for review and approval prior to making the report findings available to registrants and the public.

4.4 Publication of Report and 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 Confidentiality

Confidentiality requirements as set out in section 52 of the HPA must be adhered to by any ACOT staff, Competence Committee member or Council member during the process of sampling, preparing, reviewing and publishing the aggregate review and evaluation report.

6.0 Approval

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

7.0 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*
- *Competencies for Occupational Therapists in Canada/Référentiel de compétences pour les ergothérapeutes au Canada. (2021/2024) ACOTRO, ACOTUP & CAOT*
- *Continuing Competence Program (CCP) Review and Evaluation Competence Assessments – Individual Submissions Policy and Procedure*
- *Continuing Competence Program (CCP) Practice Visits Competence Assessments Policy and Procedure*