



<b>NAME</b>	General Requirements Policy		
<b>TYPE</b>	Quality Assurance – Self-Assessment and Professional Development		
<b>STATUS</b>	Final	<b>VERSION</b>	3
<b>DATE APPROVED</b>	3 November 2017	<b>DATE REVISED</b>	14 September 2023

## Policy Statement

Every member of the College, including those in the Inactive Class of Registration, must participate in self-assessment and continuing professional development each year. Ongoing participation is one of the means by which the College and the public are assured that members continue to maintain the level of knowledge, skill and judgment required to practice the profession.

Each year, a percentage of all members will be selected at random to submit their Self-Assessment Tool (SAT) and professional development plan (PDP). Exclusions from the random selection pool include members who:

- Became registered with the College during the year of the submission period;
- Received approval on an SAT and PDP within the last 5 years; or
- Completed a Peer and Practice Assessment satisfactory to the QA Committee within the last 5 years.

## Procedure

1. Between January 1st to December 31st, every member must conduct a self-assessment by rating their knowledge or performance, and identifying the strengths and areas they would like to enhance in each of the Standards of Practice. The assessment is completed in the SAT which can be downloaded on the College's website under the QA Program.
2. Between January 1st to December 31st, every member must complete 15 hours of professional development activities, chosen in accordance with the College's Professional Development Guidelines, and recorded into the PDP. Both documents can be downloaded on the College's website under the QA Program.
3. Every member must keep records of their SAT and PDP for 3 years.
4. A member shall submit their SAT and PDP if:
  - a. The member's name is selected at random;
  - b. The member received a deferral in accordance with the Self-Assessment and Professional Development: Deferrals Policy;
  - c. The member has declared non-compliance with the QA Program on their annual registration renewal; or
  - d. The member is selected on the basis of other criteria specified by the QA Committee and published on the College's website at least 3 months before the member is selected on the basis of those criteria.
5. Each member will be notified of their requirement to submit an SAT and PDP according to the Notification Policy.

6. The approval of submissions of the SAT and PDP are delegated by the QA Committee to College staff. A submission will be approved if:
  - a. The member has completed the SAT by rating their knowledge or performance in each of the Standards of Practice, and identifying strengths and areas they would like to enhance; and
  - b. The member has completed 15 hours of professional development activities in accordance with the Professional Development Guidelines; or
  - c. The member has completed a minimum of 10 hours of professional development activities in accordance with the Professional Development Guidelines. The deficient hours will be deferred to the following calendar year at which time the member will be selected to submit their SAT and PDP.
7. When an SAT and PDP has been approved, a letter of confirmation will be sent to the member.
8. A member can request a deferral as outlined in the Deferrals Policy. The QA Committee has delegated the task of approvals to QA staff for requests that fall under precedent. All other requests will be presented to the QA Committee for decision and no request will be denied without the review of the QA Committee.
9. If a member does not submit an SAT or PDP or makes an incomplete submission, the information will be presented to the QA Committee who will make a decision in accordance with the Non-Compliance Policy.

### **Legislative Context**

Section 80 to 83 of the Health Professions Procedural Code, Schedule 2 to the Regulated Health Professions Act, 1991.

Quality Assurance Program Regulation (O. Reg 28/13) of the Traditional Chinese Medicine Act, 2006.