



## COLLEGE OF CHIROPODISTS OF ONTARIO

*Regulating Chiropodists and Podiatrists in Ontario*

---

June 2, 2020

Dear Member:

**Re: Quality Assurance - Continuing Education Program  
Continuing Education Cycle 2020-2021**

I am writing to you on behalf of the Quality Assurance Committee (Committee).

In addition to this letter you will find:

- Continuing Education Log (CE Log) **Form No. 01**
- Self-Assessment Tool (SAT) **Form No. 02**

**Important Changes to Category A and B effective June 2019:**

**Category A**

1. A maximum of 10 hours under Category A can be claimed for teaching students enrolled in the chiropody program at the Michener Institute, for working on College committees, working as a College assessor or acting as an Examination assessor;
2. A maximum of 5 hours\*\* can be claimed by participating in electronically delivered programs such as webinars and podcasts if there is either a valued component or some other satisfactory evidence of completion of the course or program; and

**Category B**

3. If there is not a valued component or some other satisfactory evidence of completion of the course or program, it can be listed as a Category B course.

**CHANGES FOR THIS CYCLE ONLY**

**\*\*Given the current COVID-19 Pandemic, the College recognizes that it will be difficult for members to participate in lecture style conferences/workshops in person. Therefore, for this cycle only, on-line continuing education programs will be acceptable for credit hours in Category A, as long as the rest of the criteria are met. In essence, this temporarily removes the maximum of 5 hours that can be claimed by participating in electronically delivered programs such as webinars and podcasts.**

**1. Continuing Education Log (CE Log), Form No. 01**

The enclosed new CE Log (**Form No. 01**) is for the current two-year cycle (January 1, 2020 – December 31, 2021). Adequate detail and description are required when recording your continuing education activities. For example, you should describe each course attended during a three-day conference, rather

than just identifying a provider. In the outcomes code column, you can evaluate the level to which each educational activity has helped bring about a positive change in your practical setting. You are required to retain proof of completion of these activities. If you are randomly selected to submit your CE log to the College at the end of **2021**, you will be directly contacted and asked to also forward the course/conference certificates of completion for your Category A activities and conference itinerary. The College does not require course materials and notes to be submitted. The College suggests that you retain course materials and notes for your personal reference.

CE activities must *relate directly* to the practice of chiroprody or podiatry. As a general guideline, one hour of credit will be accepted for one hour of participation in an educational activity. Each member is required to complete a total minimum of 50 hours in the 2-year cycle. Educational activities must be completed in two categories:

### **Category A – Structured Programs**

This category relates to lecture style programs provided by a recognized educational institution or other regulated health professional group or association. A minimum of twenty (20) credit hours must be completed in this category. Recognized providers of Category A include accredited universities and hospitals, the Michener Institute, the American Podiatric Medical Association's approved providers, the Ontario Society of Chiropractors, the Ontario Podiatric Medical Association, the Canadian Federation of Podiatric Medicine, the Canadian Podiatric Medical Association, the Canadian Council on Podiatric Medical Education, and the Ontario Hospital Association.

### **Category B – Other Educational Activities**

This category includes lectures, workshops, supplier/provider programs and self-directed independent learning activities such as journal reviews, recorded materials, mentorships, presentations, on-line courses and professional readings. Members may record a maximum of thirty (30) credit hours in this category per cycle.

## **2. Self-Assessment Tool (SAT), Form No. 02**

The SAT is to be used in conjunction with the CE Log to encourage and guide continuous learning. It is a document that will help you summarize your strengths and opportunities to enhance the various skills, abilities, and knowledge that you need to perform your profession.

The SAT has been developed on the basis of the Standards of Practice, Competencies, Code of Ethics, Provincial and College Regulations and Guidelines. Completion of the SAT is required by all members. Members are asked to compare their performance to other members (within their membership class) in the areas of communication skills, record keeping, collaboration, research principles, and clinical and theoretical knowledge. An action plan can be developed from this self-assessment. This tool is not a test, but a guide to define individual learning objectives. All members should expect that some areas require educational growth, regardless of their experience, education or competence. Each member must complete a minimum of one (1) self-assessment during each CE cycle and **retain** the completed SAT (**Form No. 02**) in his/her files. ***Do not send this form to the College.***

### **Regulatory Requirement Regarding Continuing Education**

The continuing education component of the College's QA program is mandated in the Quality Assurance Regulation 204/94. The QA Committee is required to follow the process set out in the regulation. A member who fails to comply or meet the requirements of the continuing education requirements will be subject to the action identified in section 29 (1) (2) and (3) of the Regulation as follows:

Section 29(1) says:

A member *shall* maintain a record of his or her self-assessments and continuing education activities and submit them to the College upon request.

Section 29(2) says:

If a member fails to submit the records referred to in subsection (1) when requested to do so, the registrar *shall* refer the matter to the Committee and notify the member in writing that this has been done and that the member may make written submissions to the Committee within 30 days after receiving the notice.

Section 29(3) says:

After considering the member's written submissions, if any, the Committee *may*,

- (a) grant the member an extension for a specified period of time during which the member shall submit their records;
- (b) require the member to undergo a practice assessment by an assessor in accordance with section 30.

The regulation in its entirety may be found on the College's website at [www.cocoo.on.ca](http://www.cocoo.on.ca).

We hope that the continuing education program will encourage you to critically assess your learning activities and how those activities translate to a positive change in your practice. Should you have any questions, please contact the College or e-mail [fsmith@cocoo.on.ca](mailto:fsmith@cocoo.on.ca).

Sincerely,

A handwritten signature in cursive script that reads "A. Georgiou".

Anna Georgiou B.Sc., D.Ch.  
Chair  
Quality Assurance Committee

