

Quality Assurance Policy **Continuing Education and Self-Assessment Requirements**

In this Policy,

“College” means the College of Chiropractors of Ontario;

“Committee” and QA Committee means the Quality Assurance Committee;

“member” means a member of the College; and

“QA” means Quality Assurance.

Continuing Education

All members are required to complete a minimum of 50 continuing education (CE) hours within each two-year cycle, commencing on January 1st. These hours are to be documented by each member on a CE Log with a description of the CE activity, the course provider and an evaluation of the level to which each educational activity has helped bring about a positive change in the member’s practical setting. Members are required to retain the CE Log as well as proof of completion of the activities referred to in the Log.

CE activities must relate directly to the practice of chiropractic 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 two-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 and The Ontario Hospital Association. A maximum of 10 hours of the total required in this category may be claimed for teaching students enrolled in the Chiropractic program at the Michener Institute, and/or working on College Committees and/or working as a College assessor or monitor. A maximum of 5 hours of the total required in this category may be claimed for participating in electronically delivered programs, such as webinars and podcasts, provided that there is either an evaluative component or some other satisfactory evidence of the completion of the program.

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 claim a maximum of thirty (30) credit hours in this category per cycle.

Self-Assessment Tool

Self-Assessment is required to be performed by all members.

The Self-Assessment Tool (SAT) is to be used in conjunction with the CE Log to encourage and guide continuous learning. It is a document that will help members summarize strengths and opportunities to enhance the various skills, knowledge and abilities that are needed to perform within the profession.

The SAT has been developed on the basis of the Standards of Practice, Competencies, Code of Ethics, Provincial and College Regulations and Guidelines. 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 using the SAT during each CE cycle, and retain the completed SAT in his/her files. This form is not to be returned to the College unless it is requested by the Committee.

Random Selection to Review CE Log and the SAT

Every two years, ten per cent of the membership is randomly selected for evaluation of the continuing education component and SAT of the Quality Assurance program. If a member is randomly selected to submit their CE log and SAT to the College, they will be contacted directly. Members must also submit photocopies of course and/or conference completion certificates and conference itineraries for Category A activities. The College does not require course materials and notes to be submitted. The College suggests that course materials and notes be retained for personal reference.

The QA committee then reviews the submissions. Members either meet the requirements or receive directions from the committee as per the regulatory requirements detailed below:

Regulatory Requirement Regarding Continuing Education and Self-Assessment

The continuing education and self-assessment components of the College's QA program are mandated in the College's 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