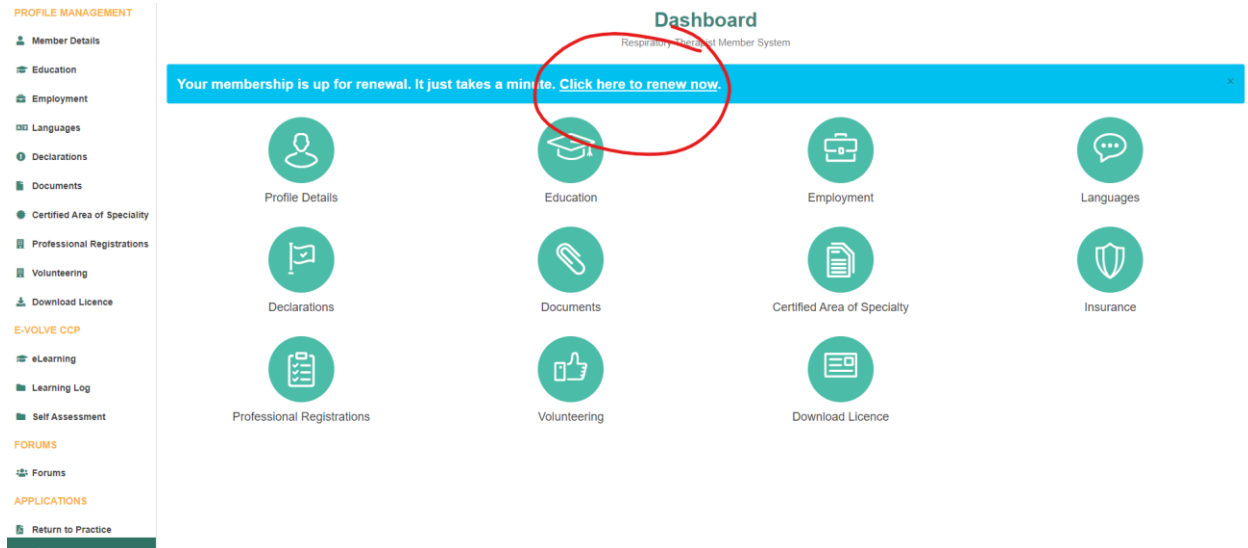


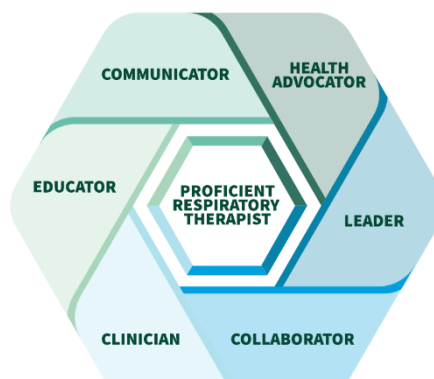
## 2023-2024 Renewal Instructions

1. Login to member profile.
2. Select “Click Here to Renew Now” at the top of the page.



3. You will be instructed that you must complete your learning objectives for the year before you can proceed with your renewal. Select “Self Assessment” under the E-evolve CCP menu to your left. You will be directed to the new Self-Assessment Tool that will assist you in completing your learning objectives for the year.
4. When you enter the Self-Assessment Tool a “Quality Wheel” will appear. It is comprised of the 6 qualities that make up a “Proficient Respiratory Therapist”. Following reflection on your practice, you will choose one Quality to self-assess your associated skills in. To assist you in deciding, if you hover over a quality, a definition of the quality will appear. You may only self-assess on one quality at a time but are free to enter the self-assessment tool multiple times and self-assess on other qualities and can from one or more qualities for learning goals.

At least one (1) learning objective must be a Core Competency. Please use the Self Assessment tool to select another Learning Objective which qualifies as a Core Competency



5. Select a minimum of 4 competencies to self-assess on. You must select a minimum of one Core competency to assess your skills on. As you select your competencies, take in to account your practice self-reflection and select competencies based on the area you wish to improve upon. Once you are satisfied with your selection hit “Save and Continue” at the bottom of the page.

### Leader Competencies

(Please select a minimum of four (4) competencies including one (1) core competencies)

[Back to Quality Selection](#)

Selection	Competency
Core Competencies	
<input checked="" type="checkbox"/>	Demonstrate Professional Behaviour
<input type="checkbox"/>	Communicate Effectively
<input type="checkbox"/>	Optimize cardio-respiratory health and wellness of the community
<input type="checkbox"/>	Demonstrate critical thinking and reasoning skills
<input checked="" type="checkbox"/>	Perform administrative duties
<input checked="" type="checkbox"/>	Implement preventive measures to ensure health and safety
<input type="checkbox"/>	Demonstrate accountability appropriate to role in health care team
Clinical Competencies	
<input checked="" type="checkbox"/>	Optimize Patient Safety

[Save & Continue](#)

6. Within each competency selected there are a list of associated sub-competencies. The number of sub-competencies varies with each competency.

#### SUMMARY TABLE:

no assessments complete yet

CORE COMPETENCY:


DEMONSTRATE PROFESSIONAL BEHAVIOUR

Sub-Competencies	Self Assessment Rating Scale ?			
	Not Applicable (0)	Developing (1)	Competent (2)	Proficient (3)
I exhibit professional behaviour ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I adhere to the scope of practice ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I adhere to professional clinical, legal, and ethical guidelines/regulations ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I adhere to institutional/organizational policies and procedures ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I participate in professional development ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I participate in quality improvement processes ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>








[Save & Continue](#)

CORE COMPETENCY:

7. Next you will rate your competency level for each sub competency for all selected overarching competencies. For accuracy, please review the rating scale located in the “?” icon above. Competencies rated “Developing” or “Competent” will be made available to select as learning

objectives once you “Save & Continue”. For more information on the sub-competency, hover over the “” at the end of the statement. A window will appear providing you with additional information about the skills required for this competency. Following clicking “Save & Continue”, a summary table will appear.








### SUMMARY TABLE:

Core Competency:	Demonstrate Professional Behaviour 	
Comments/reflections:		
I exhibit professional behaviour 	Proficient (3)	<a href="#">Edit</a>
I adhere to the scope of practice 	Competent (2)	<a href="#">Edit</a> <a href="#">Save as Learning Objective</a>
I adhere to professional clinical, legal, and ethical guidelines/regulations 	Competent (2)	<a href="#">Edit</a> <a href="#">Save as Learning Objective</a>
I adhere to institutional/organizational policies and procedures 	Developing (1)	<a href="#">Edit</a> <a href="#">Save as Learning Objective</a>
I participate in professional development 	Proficient (3)	<a href="#">Edit</a>
I participate in quality improvement processes 	Proficient (3)	<a href="#">Edit</a>









It is advised that you complete your rating of the sub-competencies in all categories before saving any as learning objectives. They will all be available in the summary table. When you click “Save as Learning Objective”, your selection will auto-populate this year’s learning log. **Remember, your self-assessment is only available to you and cannot be viewed by the NSCRT.**

- Select your two learning objectives from the list by clicking “Save as Learning Objective” from the available list.

### SUMMARY TABLE:

Core Competency:	Demonstrate Professional Behaviour 	
Comments/reflections:		
I exhibit professional behaviour 	Proficient (3)	<a href="#">Edit</a>
I adhere to the scope of practice 	Competent (2)	<a href="#">Edit</a> <a href="#">View Learning Log</a>
I adhere to professional clinical, legal, and ethical guidelines/regulations 	Competent (2)	<a href="#">Edit</a> <a href="#">Save as Learning Objective</a>
I adhere to institutional/organizational policies and procedures 	Developing (1)	<a href="#">Edit</a> <a href="#">Save as Learning Objective</a>
I participate in professional development 	Proficient (3)	<a href="#">Edit</a>
I participate in quality improvement processes 	Proficient (3)	<a href="#">Edit</a>

Core Competency:	Perform administrative duties 	
Comments/reflections:		
I use relevant computer and electronic data applications 	Developing (1)	<a href="#">Edit</a> <a href="#">View Learning Log</a>
I participate in institutional or professional meetings 	Proficient (3)	<a href="#">Edit</a>
I demonstrate responsible use of resources to minimize costs 	Proficient (3)	<a href="#">Edit</a>
I complete administrative reports 	Proficient (3)	<a href="#">Edit</a>
I perform assessments other than those related to patients 	Proficient (3)	<a href="#">Edit</a>
I assess peer/students competence and performance 	Proficient (3)	<a href="#">Edit</a>
I facilitate student and new staff orientation 	Proficient (3)	<a href="#">Edit</a>

9. Once you have selected your learning objectives, select “View Learning Log” to review your selections.

View Instructions

Learning Objectives for 2023/2024

**OBJECTIVE #1**

CORE COMPETENCY: Demonstrate Professional Behaviour

SUB-COMPETENCY: I adhere to the scope of practice

**OBJECTIVE #2**


CORE COMPETENCY: Perform administrative duties

SUB-COMPETENCY: I use relevant computer and electronic data applications

LOGGED ENTRIES

Related To	Resource Description	Date Complete	Self-Reflection
No entries have been logged for the selected license year.			

+ Entry

You may select the  icon to add further details regarding your learning objective.

EDIT OBJECTIVE #1

Learning Objectives

Demonstrate Professional Behaviour

Define Area of Focus

I adhere to the scope of practice

I plan to contact the NSCRT to review my scope of practice and review practice standards and standards of practice.

Save

Learning Objectives for 2023/2024

**OBJECTIVE #1**

CORE COMPETENCY: Demonstrate Professional Behaviour

SUB-COMPETENCY: I adhere to the scope of practice

**OBJECTIVE #2**

CORE COMPETENCY: Perform administrative duties

SUB-COMPETENCY: I use relevant computer and electronic data applications

LOGGED ENTRIES

Related To	Resource Description	Date Complete	Self-Reflection
No entries have been logged for the selected license year.			

10. Once you are satisfied with your learning goals for the year, you may move on to the next mandatory portion of your renewal - the annual eLearning module. Access the module by selecting “eLearning” under the E-Volve CCP menu to the left of your screen. Available modules will appear at the top of the screen. For the 2023-2024 renewal the eLearning module is presented in a two-part video series on Indigenous Health in Nova Scotia. After viewing each video you will complete the corresponding eLearning module. The videos are titled:

- TRC eLearning Module 1/Video 1 2023-2024; and
- TRC eLearning Module 2/Video 2 2023-2024.

**You MUST completed Module 1 before your renewal will be approved. Module 2 must be completed by March 31, 2024.**

11. Once you have completed your identification of learning objectives and eLearning Module 1, you can proceed with your renewal application by selection “license renewal” from the Applications menu on the left of your screen.
12. Verify each section is correct in your renewal application. It is your professional responsibility to ensure that your member details are up to date in all sections – **failure to do so will delay your application approval**. When completing your Declaration Statements please review carefully as the statements have been updated this year.